



Data and Special Projects Manager, Full Time

DEPARTMENT/AREA: Chief of Staff/Strategy
REPORTING TO: Chief of Staff/Strategy

CONTEXT

The mission of Chicago International Charter School (CICS) is to provide, through innovation and choice, an attractive and rigorous college-preparatory education that meets the needs of today's student. Within our 14 campuses we serve 8,600 scholars from kindergarten through 12th grade in the city of Chicago.

The Data and Special Projects Manager will work on high priority data and strategic related projects for CICS. This role will entail working cross functionally throughout the organization and help to strategically align data collection and analyzation with the mission and vision of CICS.

Key activities include: Data analysis, PowerSchool navigation and management, Schoolzilla navigation and management, Test Data organization, financial analysis, compliance analysis

ROLE ACCOUNTABILITIES:

- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret trends or patterns in complex data sets
- Filter and "clean" data, and review computer reports, printouts, and performance indicators to locate and correct code problems
- Work closely with management to prioritize business and information needs
- Locate and define new process improvement opportunities

EXPERIENCE AND QUALIFICATIONS FOR ROLE

- Bachelor's degree in a quantitative field of study
- Strong analytical skills
- Strong communication skills
- Strong Knowledge of Excel
- 2 years of experience with SQL and DBMS
- 2 years of data analyst experience

BEHAVIORIAL COMPETENCIES

- Anticipates and creatively addresses obstacles to achieve goals
- Proficient in a dynamic, challenging work environment.
- Team player who is comfortable working in a small office environment.
- Personable, reliable, self-starter with an interest in working in a start-up type environment providing significant opportunity for growth and development.
- Ability to establish and maintain cooperative and effective working relationships with staff, parents, and various external and internal partners.
- Ability to work independently and produce results in a timely manner.
- Demonstrates drive and commitment that inspires others to achieve results.
- Anticipates and creatively addresses obstacles to achieve goals.

KEY RELATIONSHIPS

- Reports to: Chief of Staff/Strategy
- Interacts with CICS leadership, campus staff, and organizational partners.

TO APPLY

Please send resume to Michael Bower mbower@chicagointl.org