

AF Accelerate Data Consultant

Start Date: ASAP
Team: AF Accelerate
Location: Brooklyn, New Haven or flexible

About Achievement First and AF Accelerate:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 36 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 13,300 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

AF Accelerate, a division of Achievement First, shares what Achievement First has learned about how to build high-achieving schools that help low-income students succeed. We partner with educators across the country, bringing the same focus and tools that have propelled our own success, to help improve outcomes for ALL of America's children. *AF Accelerate* works with entrepreneurs who are starting their own charter networks and with traditional district schools, putting 60,000 students on the path to college and plans to scale to impact the outcomes of 150,000 students in the next 5 years. All of our work is based on Achievement First's open source materials, available on the AF website, creating nearly limitless reach. For more information on *AF Accelerate* and our open source website, please visit www.achievementfirst.org/AFAccelerate and www.achievementfirst.org/resources.

Background on Navigator:

Navigator is an *AF Accelerate* open source program designed to support traditional public and charter schools in accelerating their math and/or ELA achievement by sharing Achievement First's curriculum and providing intensive coaching support to schools participating in the program. Navigator is a growing national program, serving over 60 schools around the country.

Summary:

Navigator is seeking a data analyst (contract-role) to perform regular reporting and analysis for our partner schools and program leaders in our Navigator Math Lessons, Math Stories, and Literature programs. The analyst will be responsible for collecting, cleaning, and analyzing and reporting on data from interim assessments that our partner schools administer throughout the school year. Navigator currently uses a central Microsoft SQL Server database to store all partner data and Tableau to generate reports. The ideal candidate is a creative problem solver with strong data analysis experience and excellent project and time management skills. This is a short-term consulting role that could possibly lead to a full-time position.

Responsibilities:

- **Data cleaning** - Clean incoming Excel data files from partner schools to ensure they are error-free and loadable to our database
- **Database loading and maintenance** - Load Excel data to our Microsoft SQL Server database through a simple import process; ensure the database is functioning properly
- **Regular reporting of interim assessment data** - Create personalized reports using an existing template for our partner schools analyzing their interim assessment results, utilizing Tableau and PowerPoint

Skills and Characteristics:

- Excellent personal organization, project management, and time management skills
- Excellent written and verbal communication skills
- Experienced in Excel and PowerPoint
- Proficiency in Tableau required
- Basic understanding of SQL preferred

Educational Background and Work Experience:

- Bachelor's degree
- At least 2 years relevant work experience (experience as a business analyst or data analyst is ideal preparation for this role)
- Experience working in an education or school setting preferred

To Apply:

Send resume and cover letter to:

Laina Vlasnik Yip
Director of Partnerships and Recruitment
lainavlasnikyip@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.