

Associate, Student Information

Start Date: Immediate
Team: School Operations
Location: New York, NY; Bridgeport, Hartford, or New Haven, CT; Providence, RI

About Achievement First:

Achievement First serves 15,000 students in 41 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. 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. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

The Student Information Associate is responsible for maintaining the integrity of student data across both internal and third-party systems. As a key part of Team School Operations, the Associate will work closely with the operational program team and our school-based ops team members to streamline and support the work done on the ground at our schools.

Responsibilities of the Associate, Student Information, will include but are not limited to:

- Cross-Functional Engagement
 - Work in close partnership with our Systems and Data team to build processes and tools to support data management and reporting, including developing new approaches and supporting the change management required as we transition from existing structures.
 - Create communication structures and strategies to streamline communications with school-based operations teams and external parties, ensuring that messaging is clear, actionable, and coordinated.
 - Engage with network and school leaders to identify data management and reporting gaps and hurdles. Work in partnership towards resolution.
- Data Management
 - Establish and execute data quality auditing processes for student information systems to ensure completion and accuracy of student data for 15,000+ students across 41 schools, including creating and managing data verification processes to ensure internal student data matches local and state student data.
 - Document data management policies and instructions for internal and external student information systems.
 - Hold teams accountable to maintaining data quality and integrity by communicating policies, identifying data issues, and supporting teams to reach resolution.
 - Identify and manipulate data to efficiently update student information databases.
 - Develop, communicate, and hold network and school-based teams accountable to an annual calendar of data management requirements for internal and third-party student information systems.
 - Facilitate trainings for network and school-based data managers. Provide ongoing support.

- Manage data gathering and auditing for student services, including free and reduced price lunch, immunizations, and transportation.
- Serve as one point of contact for student information representatives from local and state education agencies.
- Data Reporting
 - Ensure completion of team-owned data reports for external agencies including, but not limited to, per pupil general education and special education funding claims, local and state student and staff data reporting, and Free and Reduced Lunch reporting.
 - Partner cross-functionally to support other teams in completing local and state data reports.
 - Document data reporting requirements. Create processes and tools to build efficiencies and ensure accuracy in reporting.
 - Manage ad hoc requests from network teams and local/state entities for student data.
 - Build and maintain KPI reports to assess progress and to inform data-driven policies and decisions.

Skills and Characteristics

- Data management experience and proven success executing against a high bar
- Extraordinary detail orientation
- Highly motivated; desire and ability to succeed in a fast-paced and results-driven environment
- Excellent written and oral communication
- Track record of working collaboratively with others
- Proven ability to manage up and across to outcomes
- Highly reliable personal organization system for managing multiple workflows, including being highly responsive in communication, prioritizing time-sensitive tasks, and completing tasks quickly while maintaining quality of work
- Ability to proceed in the absence of clear and immediate answers to problems; flexible enough to work autonomously as well as take direction as needed
- Refined project planning and management skills, with the capability of seeing projects through from beginning to end
- Highly proficient in MS Word, MS Excel, and MS PowerPoint
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Ideal: Familiarity with one or more of the following systems: Infinite Campus, ATS, PSIS, eRIDE

Educational Background and Work Experience

- Associates degree in related field required; Bachelor’s degree preferred
- 2+ years of work experience
- Prior experience in an education setting required; prior charter school experience preferred

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply [click here.](#)

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/>.

Achievement First requires vaccination against COVID-19 for all employees. Reasonable accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. [Click here](#) to read our full policy.