

JOB DESCRIPTION

STEPS Data Coordinator, Association of Alaska School Boards

This position can be structured as a full or part-time position.

Job Objectives

This position will work closely with the Director for the Initiative for Community Engagement, STEPS Coordinators, evaluation partners, school districts, and regional partners to develop efficient systems to manage, collect, clean, and share data. The position is part of the Supporting Transitions and Educational Promise Southeast Alaska (STEPS) project funded through a US Department of Education Promise Neighborhoods grant.

Job Responsibilities:

- Identify and enhance data system and data monitoring capacity
- Build on existing data collection systems and maps to understand regional data enhancement to track outcomes for students and families.
- Work with STEPS staff and partners to develop timeline and oversee data collection and dashboard development.
- Work with partners to create policies to comply with federal, state and organizational regulations.
- Update and monitor data sharing agreements.
- Work with evaluators and partners to monitor Internal Review Board status.
- Work with evaluators and partners to develop data collection mechanisms to address gaps.
- Work with school districts, community partners, and other end users to expand platform features and establish usability.
- Support each committee and key staff to gain information from queries and to use dashboard data for tracking and improvements (including data system training and data use tools).
- Enhance database to integrate additional data and support end users.
- Clean and standardize new data sets.
- Manage data platform to document outcomes.
- Host data user workshops for partner organizations and communities.
- Work with partners to ensure high quality data and reporting.
- Monitor monthly programmatic and financial reporting are regularly submitted.
- Continue site visits and workshops for data analytics and data system improvements.
- Work with partners to align data collection with data use needs.with data storytelling.
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- Modify dashboard to interface with public access platform.
- Develop tools or work with contractors to develop materials for data dissemination, storytelling, visualizations at conferences and to share with funders and the public. .

- Work with technical assistance providers in areas of data and

Skills and Requirements:

- Analytical Skills: Must be able to analyze how data is coming in, and how it will need to be organized so that when it is needed, it can easily be used.
- Communication: Work on teams with other coordinators, analysts, and STEPS partners. Being a team player and working well with others is crucial.
- Attention to Detail: Able to look at the minute details to make sure it is being recorded and stored properly.
- Logical Thinking: Able to look at what data needs to be recorded, and determine how to store it in such a way that it will be easily used in the future.
- Problem-Solving: Coordinators need to be able to solve data problems as they arise.
- Ethical Standards: Coordinators will maintain the integrity of data and compliance with ethical protocols and legal standards.
- Organized: Ensure a systematic and secure, efficient and timely flow of data within, to and from the organization.
- Production Skills: Coordinators will work with team and contractors to develop user friendly and accessible information.
- Knowledge: Solid understanding of contemporary databases, data procedures, and data administration. Comfortable learning and using new software,.
- Troubleshooting skills: Excellent problem solving skills to help organization, federal funder, and partners meet data needs.
- Experience in data coordination or data handling.
- Demonstrated skills producing documents through various online platforms.

This position is funded through the US Department of Education, Promise Neighborhoods Grant.