



A K-6 SCIENCE TECHNOLOGY ENGINEERING & MATHEMATICS SCHOOL

SCHOOL DATA ADMINISTRATOR

Job Summary

The **Data Administrator** is a member of the school's administrative team and reports to the Business Manager, with the responsibility to manage the many and varied data systems (internal and external) required for State, Federal and Charter school compliance. The **Data Administrator** will be the conduit of information flowing between Banneker and its many stakeholders. The **Data Administrator** will also be a key player in the school's annual student recruitment initiatives, working with families to ensure a smooth process from start to finish as they enroll their children each school year.

The **Data Administrator** will also serve as the central point of contact for information from the internal data systems, interfacing daily with platforms such as Powerschool, Classlink, Google Suite and Filemaker Pro. As a central point of contact for leadership, the **Data Administrator** must also be able to locate, extract and analyze information as needed from the many internal and external data sources, which requires a detailed knowledge of tools such as Excel, Powerpoint and other data tools. In this role, the Data Administrator will transform information into actionable insights for leadership, teachers and families.

If you thrive in an environment where you need to be constantly learning new data platforms, regulations and systems while interfacing with school leadership, teachers and families, all within a small inclusive community of educators, then consider this position. Read below for more details.

About the Banneker

The Benjamin Banneker Charter Public School, located in Cambridge, is celebrating 25 years of educating children in Massachusetts. From the start, in 1996, community leaders and parents knew that there had to be a better way to provide students with a culturally affirming yet rigorous education. Their objective in creating such a school was to ensure that students would leave the Banneker with a culturally rich and academically strong foundation that would provide a path for future success. After 25 years of building and refining, the Banneker continues to deliver on its past promises, recognized for excellent academic outcomes, where students gain self esteem and favorably view their school experience. The program's design is rigorous yet agile and

CHARTER PUBLIC SCHOOL



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ever-evolving. The results have been well validated, with overall proficiency scores of nearly 20 percentage points above the Massachusetts state averages for ELA, Math, and Science.

Who should apply?

The Banneker is a small but very inclusive community of educators. We believe that we can best achieve our mission when our leadership, teachers, and staff reflect our students' identities and when all are working on behalf of our students and families. Therefore, we are very committed to being a multicultural, inclusive community at all levels. With this in mind, we encourage people of all cultures and ethnicities to view our website and consider if this community is a fit for you.

Characteristics, Knowledge, and Skills

1. Extremely organized and detail-oriented with demonstrable experience managing multiple tasks, many moving parts and consistently delivering on time
2. Ability to independently structure work plans with timelines and deliverables
3. Thrive on the challenge of creating actionable information from disparate datasets
4. Thrive in a collaborative multi-cultural community focused on students and families
5. Possess the skills and abilities to coordinate the annual student recruitment process handling applications, enrollment and overseeing the school's admissions lottery
6. Highly proficient with Google Suite and other educational platforms, ideally with G-Suite for Education, Powerschool and other cloud-based platforms and Microsoft Office suite of tools
7. Design and implement report cards and other reports in Powerschool (SIS)
8. Enjoy being the point of contact for all matters related to data and reporting for the Banneker to stakeholders such as state regulators, grantors and school leadership
9. Coordinate the timely delivery of state and federal report requirements
10. Ability to work in a fast-paced, high-performing, but sometimes unpredictable environment
11. Strong proficiency in Microsoft Excel, PowerPoint, GSuite, and other educational software programs
12. Effective oral, written communication and presentation skills
13. Ability to collaborate with other staff
14. Enjoy working with and for children in grades K – 6
15. Citizenship, residency or work visa required

WELCOMING ALL CHILDREN · CHALLENGING EVERY LEARNER · CELEBRATING STUDENTS' SUCCESS

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Education and Experience

BA or BS from an accredited 4-year institution or related relevant experience

- Relevant experience, especially working within a school
- Minimum of 5 years of work experience in school data technologies or related environment
- Demonstrable experience managing technical projects involving data and systems
- Understanding of database concepts and languages such as SQL
- Experience with Powerschool or other *Student Information System* is a major plus
- Experience with working with Apple platforms is a major plus.

Compensation

Staff members are provided with a competitive salary, full benefits, and a working environment that includes the necessary technology and resources to succeed. Most of all, you will join a team of like-minded professionals working to achieve the same mission.

As an equal opportunity employer, Benjamin Banneker Charter Public School provides equal employment opportunities without regard to race, religion, creed, color, national origin, ancestry, age, gender, sexual orientation, gender identity, military service, disability, genetic information, or any other category protected by federal or state law