



Junior Data Analyst

Salary: Commensurate with experience

Tour of Duty: 12 Month Position

Location: Detroit, MI

Reports To: Chief Data and Accountability Officer

To Apply: [Click here](#)

Our students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at the Education Achievement Authority of Michigan (EAA). We seek individuals who are passionate about transforming the lowest performing schools in Michigan and making a significant difference in the lives of students, parents, principals, teachers, and central office employees.

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not just a school system. We believe that all children are capable of high academic achievement. We continuously seek methods of improvement while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Position Overview

The Junior Data Analyst will join the Data & Accountability team and will report to the Chief Data & Accountability Officer. The position plays a critical role in the creation of a data-driven organization, whereby data is available in real time and is reviewed systematically to assist staff in assessing performance at all levels of the organization. This position requires a professional with strong analytical skills and an ability to execute at a high level, as well as a demonstrated ability to “get up the learning curve” quickly to develop expertise in new areas.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Designs, implements and manages regularly-updated data dashboards to ensure that staff have access to the data they need to inform their work
 - Creates user-friendly data dashboards to provide interim feedback to staff on progress relative to annual goals
 - Works with central office and school staff to prioritize dashboard reporting needs, design, and implementation
 - Develops training materials and delivers training to ensure that users understand and are comfortable with the data dashboards available
- Supports the collection of data for and calculation of the EAA’s School Performance Framework, teacher and principal evaluation measures, and other accountability tools



- Supports central office and school-based staff in timely and accurate entry, regular monitoring, and periodic validation of source system data
- Helps to ensure that all required public reports are submitted in a timely fashion, with minimal distraction at the school level from the core work of teaching and learning
- Applies appropriate statistical methods and software to analyze student data in response to regular and ad hoc requests, including:
 - Data reports for funders or grants,
 - Additional ad hoc requests from central office or school team
- Manages and stores data reports and analyses for quick and efficient access
- Provides general assistance to the other central office and schools as directed
- Fosters an organizational culture that embraces data, supports the sharing of data across schools and functions, and focuses on reflection and continued improvement

Qualifications

- Bachelor's degree *required*
- Master's degree or higher in policy, economics, statistics, or related field *preferred*
- Experience with school data systems and reporting *preferred*
- Very strong attention to detail and personal organization
- Intermediate or better skill with MS Excel
- Intermediate or better skill with STATA, R, or other statistical/data analysis software
- Additional coding experience preferred (SAS, SQL, Visual Basic)
- Comfort with or ability to quickly learn EAA's source systems: PowerSchool, TIENET, Schoolzilla
- Intermediate or better knowledge of statistical methods
- Intermediate or better skill with data reporting and visualization, including appropriate software (e.g., PowerPoint, Tableau)
- Ability to write persuasively for multiple audiences
- Ability to manage multiple concurrent projects and deadlines
- Interest in understanding education policy
- Solutions oriented mindset

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.