



Data Analyst
Program and Policy
LAUSD Transparent Budgeting Initiative

The Transparent Budgeting initiative is supported through a grant-funded collaboration between Los Angeles Unified School District (LAUSD), Pivot Learning Partners and the American Institutes for Research. Externally known as the Strategic School Funding for Results (SSFR), the multiyear project includes two other CA school districts. *Pivot Learning Partners seeks a **half time**, locally based data analyst to work out of the Los Angeles Unified School District's central office.*

Position Description

This position joins Pivot's on-site technical assistance team based at LAUSD and supports the LAUSD Transparent Budgeting team responsible for implementing a need-based, per pupil resource allocation system. In this role, the Data Analyst will engage in data collection and analysis and synthesize information related to program and policy decisions and to best practices in school-based budgeting. The Data Analyst communicates and collaborates with internal and external district stakeholders to create user-friendly information for public use.

Title: Data Analyst for the LAUSD Transparent Budgeting Project
Team: LAUSD Transparent Budgeting Project Team
Reports to: Matt Hill, Administrative Officer, Office of the Superintendent at LAUSD; and Steve Jubb, Director of Innovation and District Redesign at Pivot Learning Partners and Project Lead for the SSFR initiative at LAUSD
Time base: 20 hours per week on average
Salary: Commensurate with skills and experience
Location: Los Angeles Unified School District (LAUSD), 333 S. Beaudry Ave., Los Angeles, CA
Last revised: June 2010
To Apply: Address a cover letter and resume to Steve Jubb, c/o Allison Carter at acarter@pivotlearningpartners.org

Scope of Work

Responsibilities include:

1. Research Plan Management
 - a. Develop, monitor and adjusting web-based work plans related to data analysis and collection, research and evaluation.



- b. Coordinate activities for data collection and analysis, research and evaluation, including coordinating with support staff tasked with producing related deliverables
 2. Data Collection, Analysis and Dissemination
 - a. Collect and analyze quantitative and qualitative data to assist decision makers in evaluating the impact of decentralizing district-wide programs and services to schools
 - b. Synthesize and document data clearly and succinctly for multiple stakeholder groups
 - c. Support the management team as a thought partner to develop policy briefs and other documents
 3. Collaboration and Communication
 - a. Communicate information to diverse audiences
 - b. Coordinate the collection of data with internal and external LAUSD stakeholders
 - c. Work closely with the Senior Project Manager of Transparent Budgeting to implement and adjust the work plan as required.
 - d. Meet with the Transparent Budgeting team on a regular basis to ensure effective collaboration and communication
 - e. Share progress and communicate regularly with the SSFR team
 - f. Attend project events as required.
 4. Other duties may be assigned as the project progresses

Qualifications

- ☆ A Bachelor's Degree and at least three years of relevant work experience.
- ☆ Candidates with advanced studies or degrees are encouraged to apply.

Required experience:

- ☆ A demonstrated personal commitment to public Pre-K-12 education, either inside or outside of schools and districts.
- ☆ At least two years experience working collaboratively on complex projects or initiatives.
- ☆ *Must do, can do, will do* attitude.

Required Skills

- ☆ Knowledge of one or more functional business areas such as: finance, operations, strategy, information technology or management.
- ☆ Reading, understanding, manipulating and managing financial data.
- ☆ Superb quantitative and qualitative analytical skills to quickly and clearly synthesize information in order to effectively evaluate programs, organizations, and opportunities
- ☆ Analytical thinking, critical problem solving, and rigorous attention to detail.
- ☆ Emotional intelligence and ability to collaborate with people from diverse backgrounds.



- ☆ Ability to maintain confidentiality and understand highly political contexts.
- ☆ Excellent project management skills, including the ability to track details, manage timelines that are dependent upon other's work, and demonstrated project outcomes.
- ☆ Excellent written and oral communication.
- ☆ Ability to lead and collaborate with a diverse set of management styles, personalities, and communities
- ☆ Competent user of Internet-enabled technologies, MS Office suite, especially Excel.

Desirable experience and skills:

- ☆ One or more years in an education reform-oriented position, fellowship or internship.
- ☆ Experience with district-based financial systems
- ☆ Experience managing data using SPSS or STATA.
- ☆ Experience managing projects through web-enabled project management tools.
- ☆ Experience working in a non-profit, school and/or district, business consulting, or organizational development environment.