

DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK
Division of Human Resources
65 Court Street
Brooklyn, NY 11201

PER SESSION VACANCY NOTICE # _____, 2010-11 PLEASE POST May 3, 2010

(SUBJECT TO FUNDING AVAILABILITY)

POSITION: School-Based Data Specialist

LOCATION: FLUSHING HIGH SCHOOL

ELIGIBILITY: Licensed/Tenured Teacher

SELECTION CRITERIA:

1. Excellent interpersonal communication skills.
2. Demonstrated capacity to work in and to lead a team of colleagues.
3. Demonstrated ability analyzing and using student data to shape instruction.
4. Working knowledge of:
 - a) DOE source data systems (ATS, HSST, SIS, ARIS, etc.)
 - b) Data integrity and data cleaning concepts
 - c) Excel spreadsheet functionality

DUTIES AND RESPONSIBILITIES

1. Responsible for the ongoing accuracy of student and school data, collaborating with the staff entering data into DOE source systems.
2. Communicating effectively the relationship between data inputs and outputs to the rest of the school administration and staff, including coordination with the school's testing coordinator around testing requirements for accountability purposes.
3. Spearheading ad hoc data cleaning exercises at the school while implementing plans to keep source system data as clean and accurate as possible
4. Understanding and sharing with school staff the importance of source system data as the building blocks for accountability tools such as the DOE Progress Report and New York State accountability metrics.
5. Liaising with the local ISC Data Support Team and responding to periodic surveys sent to the data specialist community
6. Using ARIS (the Achievement Reporting and Innovation System).
7. Serving as the users' first point of contact for ARIS assistance at the school and communicate with the ARIS Help Desk about reoccurring issues within the school.
8. Reviewing student performance/achievement outcomes.
9. Participating in continuing professional development/training offerings for data specialists

SALARY: As per collective bargaining agreement

WORK SCHEDULE:

- Ongoing throughout the year .
- Approximately 2 hours per week, on average.
- Maximum 20 hours per semester

APPLICATION: Send letter of application to Cornelia Gutwein, Principal, Flushing High School, 35-01 Union Street, Flushing, NY 11354

DUE DATE: Friday, June 4, 2010

Service exceeding the number of hours specified in Personnel Memorandum No. 2 dated July 25, 1997, concerning per session hours and/or service in one or more per session activity in a per session school year, requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Assistant Superintendent of High Schools, Community Superintendent or Special Education Superintendent must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, NY 11201, Room 405-G, for details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

APPROVED: _____ : _____
Principal Date