

HARLEM VILLAGE ACADEMIES

ORGANIZATION: Harlem Village Academies
POSITION: Data Analysis Manager
REPORTS TO: Director of Business Management
LOCATION: Harlem, New York City
WEBSITE: www.harlemvillageacademies.org
CONTACT: resumes@harlemvillage.org

THE ORGANIZATION

Harlem Village Academies is widely recognized as a national leader in the education reform movement. Its growing network of public charter schools are transforming the lives of children in Harlem by providing them with an excellent education. Led by a team of passionate social entrepreneurs, Harlem Village Academies has developed and effectively executed on a clear, focused strategy: hire talented and passionate teachers, provide them with autonomy and extensive professional support, and hold them accountable for results. HVA sets high standards for students' academic performance and personal conduct; intervenes with love and rigor when a child is off-track; and engenders in students a love of learning, a spirit of community, and dedication to academic and behavioral excellence.

The results have been extraordinary, and Harlem Village Academies has achieved national prominence as one of the highest performing urban school networks in the country. Students enter the academies several years below grade-level, many with a history of poor behavior. Yet after a few years with the school they make remarkable gains.

- **100%** of eighth graders passed the NYS Science Test.
- **100%** of eighth graders passed the NYS Math Test, ranking Harlem Village Academy **#1** of all open-enrollment public schools in New York State.
- Over **90%** of eighth graders passed the NYS English Test.
- **96%** of eighth graders passed the NYS Social Studies Test.
- **100%** of high school students passed the Integrated Algebra Regents exam.

In addition to its remarkable, consistent track record of educational excellence, Harlem Village Academies has an exceptionally committed Board of Directors and an extraordinary group of supporters including some of the country's most prominent and influential leaders in business, finance, real estate and media. Harlem Village Academies is regularly featured in New York and national media and serves as a model for schools across the United States. New York City Mayor Michael Bloomberg calls Harlem Village Academies "a model of excellence" and "the poster child for this country."

THE OPPORTUNITY

Reporting to the Director of Business Management, the Data Analysis Manager is responsible for maintaining electronic student records for the organization and providing timely, accurate, and insightful analysis of student achievement trends to senior management and other constituencies.

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RESPONSIBILITIES

- Develop strategies and innovative solutions to ensure data is being used effectively at all levels of the organization
- Research and implement best-practices related to data management and analysis
- Maintain and refine the organization's student information system; coordinate student report cards
- Analyze school data for a variety of constituents including senior management, foundations, marketing, and instructional staff
- Produce the organization's annual report, and prepare data for school visits and charter renewal applications
- Develop and maintain internal and external accountability plans
- Support the Director of Business Management with special projects as necessary

QUALIFICATIONS

- Bachelor's degree required; advanced degree preferred.
- At least three years of professional experience preferably with at least one year in K-12 education
- Advanced proficiency with Microsoft Excel and with relational databases (such as Microsoft Access)
- Fluency with the principles of statistical analysis
- Excellent organizational, project management, and time management skills
- Outstanding problem solving skills
- Effective oral and written communication skills, with an ability to communicate with various constituencies and to work comfortably with a variety of staff at all levels within the organization
- Proactive, with the ability to take initiative and meet ambitious goals
- Excellent team player, with willingness to be hands-on and do whatever it takes to support the success of Harlem Village Academies

ORGANIZATIONAL REQUIREMENTS

All staff members are expected to be committed to the mission, vision and values of Harlem Village Academies, have a positive and professional attitude, exhibit a very strong work ethic (including a willingness to work long hours) and an inner drive for personal and professional excellence, and demonstrate the willingness and ability to work within an entrepreneurial and results-driven environment.

TO APPLY

Applications should include a cover letter describing your interest, qualifications, how you learned of the position. Resumes and cover letters will be reviewed as received. Please e-mail all applications to resumes@harlemvillage.org, subject line: "Data Analysis Manager."

Harlem Village Academies is an equal opportunity employer and welcomes candidates from diverse backgrounds.