

Available Position: Data & Operations Manager
Posting Date: March 1, 2010
Location: Office of the Mayor – Charter Schools Initiative
City County Building
200 E. Washington Street, Suite 2501
Indianapolis, Indiana 46204
Annual Compensation: \$45,000 - \$48,000 based on experience.

The City of Indianapolis has an immediate opening for a full-time Data & Operations Manager to work exclusively with the Mayor's charter school initiative. The Data & Operations Manager will be responsible for the overall direction, coordination, implementation, execution, control and completion of all Mayor-sponsored charter school initiative projects ensuring consistency with the office's strategy, commitments and goals. Such areas include, but are not limited to the development and execution of the annual Accountability Report for public charter schools, communications initiative activities, management of the annual budget, grant activity and reporting responsibilities, and other special projects.

Responsibilities include, but are not limited to the following.

- Manage projects and operational activities.
- Analyzes and interpret performance data related to Mayor-sponsored charter schools.
- Design and manage systems for school performance data collection, analysis, and interpretation.
- Analyze Mayor-sponsored charter school performance data (academic, organizational, financial) to identify trends, strengths, and shortcomings.
- Design and recommend policy changes to Mayor-sponsored charter school data analysis and accountability structure.
- Coordinate with external groups (e.g. Northwest Evaluation Association, Indiana Department of Education, Indiana State Board of Accounts, etc.) and Mayor-sponsored charter schools for data collection.
- Produce written reports that document data analysis results.
- Review relevant literature on school performance evaluation methodologies.
- Review new public charter school applicants.
- Assist with evaluations of existing public charter schools petitioning for renewal.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that are deemed necessary.

Education/Experience/Skills/Required Qualifications:

4-year Bachelor's degree required. Two or more years experience successfully managing multiple projects and/or employees strongly preferred. Demonstration of excellent independent judgment, analytical and problem-solving skills - through academic coursework, training, or other experiences – required. Working knowledge of Microsoft Excel, SPSS, SAS or other data analysis/project management software strongly preferred. Ability to translate data into written reports that are understandable to the general public strongly preferred. Must have a demonstrated ability to meet specific goals in a team-oriented environment.

Candidates must submit a cover letter, resume, and a one-page writing sample to Karega Rausch, Director of Charter Schools at the address listed above, or at krausch@indy.gov. Writing samples must be titled "Educational Transformation: Re-Imaging Public Education in Indianapolis", must include candidate's suggestions and vision related to the topic, and must be no more than one page in length. If selected, candidates will be subject to a criminal background check.

