

Job Title **Project Manager - NIJ Grant**

Location **Baltimore, MD, US**

Organization Name **School Support**

Department Description

This position is grant funded through December 31, 2019.

Job Summary

The Project Manager will oversee the NIJ Coping Power in the City grant funded research, supervise the data specialist, and work closely with the Office of School Supports (OSS) and the Office of Achievement and Accountability (OAA). The project manager will work closely with the sub-contractors to ensure all work is completed on time and coordinate distribution of funds.

Essential Functions

- Coordinates internal resources and third party/vendors for the execution of grants.
- Ensures that all tasks are delivered on-time, within scope and within budgets.
- Ensures resources availability and allocation.
- Develops a detailed project plan to monitor and track progress.
- Manages changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Measures project performance using appropriate tools and techniques.
- Reports and escalates to management as needed.
- Successfully manages the relationships with multiple stakeholders (research partners, school staff, central office staff, and community stakeholders).
- Performs risk management to minimize project risks.
- Coordinates and tracks distribution of all gift cards associated with the research.
- Establishes and maintains relationships with third party/vendors.
- Creates and maintains comprehensive project documentation.
- Responds to internal and external school-related requests and prepares reports.
- Serves as a team member that demonstrates much flexibility in a fast-paced exciting work environment.
- Maintains currency of knowledge with respect to educational research, school safety, and school police.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards for program evaluation.

Qualifications

- Bachelor's degree in management, education, accounting, statistics, or related field. Master's degree preferred. Degree must be from an accredited college or institution.
- Proven working experience in project management preferably in the education, grants, or non-profit sectors.
- Prior experience in an education setting and/or with adult professional development and training.
- Solid organizational skills including attention to detail and demonstrated evidence of the ability to manage multiple projects with high accuracy in a high pressure, deadline regulated environment.
- Strong oral and written communication skills; capable of effectively communicating to a variety of audiences.

Additional Details

- Strong working knowledge of Microsoft Office.

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts –undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

How To Apply

If you wish to apply for this position, click the Register and Apply Now Button below.

Baltimore City Public Schools is an equal opportunity employer and encourages resumes from bi-lingual or multi-lingual candidates.

Baltimore City Public Schools does not discriminate in any aspect of employment on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age. For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

Minimum Salary **80000**

Maximum Salary **90000**

Currency **USD**

Amount of Travel

Work At Home

Affiliation **Unaffiliated**

Job Title **Data Specialist - NIJ Grant**

Location **Baltimore, MD, US**

Organization Name **School Support**

Department Description

This position is grant funded through December 31, 2019.

Job Summary

Under the leadership of the NIJ Project Manager, the Data Specialist will support the NIJ Coping Power in the City grant funded research and work closely with the Office of School Supports (OSS) and the Office of Achievement and Accountability (OAA) in the strategic use of data and analytics to inform decisions made at the district and school level. Specifically, the Data Specialist is responsible for assembling, cleaning, managing, and analyzing data sets for performance management, predictive analytics and data reporting projects based on district priorities and school needs. The Data Specialist will contribute to the data visualization and reporting discussions to ensure end-user understanding and application of the data being presented. The Data Specialist will support the use of data systems and tools to inform conversations among project manager and researchers.

Essential Functions

- Supports processes and systems to engage school and district leaders with data-driven conversations in order to maximize student outcomes.
- Identifies, cleans, manages and analyzes research and student achievement data (as needed) and other related school data using Excel and/or other statistical software.
- Reports on system progress on various indicators including state standards for attendance, enrollment, mobility rates, students receiving special services and student achievement.
- Responds to internal and external school-related data requests and prepares data extracts and/or interim and final reports.
- Effectively collaborates with multiple stakeholders (research partners, school staff, central office staff, and community stakeholders) to understand, visualize, and address data reporting needs.
- Targets support and analysis for schools serving students in grades 9-12 by developing reports and tools using various systems of data collection and reporting.
- Serves as a team member that demonstrates much flexibility in a fast-paced exciting work environment.
- Maintains currency of knowledge with respect to educational research, data driven decision-making processes, tools, and supports.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards for program evaluation.

Qualifications

- Bachelor's degree in computer science, business intelligence, data analytics, applied mathematics, statistics, or related field. Master's degree preferred. Degree must be from an accredited college or institution.
- Three years of work experience or graduate-level training in programming or designing and developing data and reporting tools.
- Prior experience in an education setting and/or with adult professional development and training.
- Experience to quickly merge and summarize data, including experience in data management, cleaning, analysis and report writing demonstrated by

fluency with statistical programming packages (SAS, Stata, SPSS), or Advanced Microsoft Excel skills (including pivot tables, lookup procedures and complex formulas with nested logic, and visual basic for applications).

- Experience with any of the data visualization software will be added advantage: Tableau, Qlikview, Spotfire, R or any other data visualization software.
- Excellent quantitative thinking, including the ability to examine available data, applies decision rules and analytical methods and produce meaningful results. Familiarity with formative and summative student assessments preferred and other student performance data (e.g., attendance, graduation, drop-out rates, etc.). Strong attention to detail and demonstrated evidence of the ability to manage multiple projects with high accuracy in a high pressure, deadline regulated environment.
 - Strong oral and written communication skills; capable of effectively communicating to a variety of audiences.

- Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
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Minimum Salary **62097**

Maximum Salary **76850**

Currency **USD**

Amount of Travel

Work At Home

Affiliation **ParaProfessional**