



Title: Associate Student Data Manager

Location: Remote work (Must be a resident in California)

Employment Status: Full-Time

FLSA Status: Exempt

Position Summary

MeasureED is looking for a passionate and effective administrator with relevant education experience to join a small consulting team as an Associate Student Data Manager. You will work with and be mentored by experienced team members and a central back office to deliver professional services remotely to school leaders and staff across the nation. Our services are focused on student information systems that impact student outcomes and requires the transformation of school operations to succeed.

This position involves **extensive** partner-facing communications.

As an Associate Student Data Manager, you will master the basics of **data management delivery** through a model of apprenticeship with existing staff. You will be heavily supported as you learn to manage:

- A diverse and ever-changing portfolio of data management projects equipped with the technical knowledge necessary to implement complex information systems for partners.
- Your personal workflows, capacity, and capabilities with transparent communication and collaboration with other members of the team.
- The professional delivery of services with a heavy value placed on Customer Service.

In addition to the above, a significant portion of your efforts will be developing and documenting best practices and processes to be used by MeasureED and the schools we serve.

Essential Duties and Responsibilities

- Coordinate, collect, and prepare operation reports, such as student information, grades, and attendance records.
- Interpret and transform the operating policies of schools into practical everyday solutions.
- Build relationships with partners and team members on a foundation of professionalism.
- Work as part of a team to solve problems that lead to thoughtful recommendations.
- Relentlessly prioritize tasks with relaxed focus and control.
- Maintain a service mindset aligned with outcomes.
- Communicate with transparency and timeliness.
- Take ownership in the development of yourself.
- Create shared knowledge documentation.
- Influence others with thought leadership.
- Manage change from start to finish.
- Perform other duties as assigned.



Ideal Candidate Attributes

- You have a bias towards action. (We are very proactive and value outcomes)
- You dream of spreadsheets. (We love Excel and sometimes Google Sheets)
- You are ready to impact education. (We believe in a higher purpose)
- You are a people person. (We serve personalities of all types)
- You know yourself. (We all have strengths AND weaknesses)
- You come ready to learn. (We are continuously improving)
- You have a voice. (We want to hear what you have to say)
- You can find peace in ambiguity. (We facilitate change)
- You love to teach. (We teach schools to fish)

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

About Measure Education

Measure Education is a team of educators who partners with schools to improve operations and student outcomes through transformational projects focused on student data management. We aim to bridge the gap between information systems and a school's intended vision of success.

Our Core Ideology

Our purpose: Measure Education aims to continuously improve outcomes for students.

We value:

- Success through outcomes
- People-centric systems
- Passionate and effective teaching
- Lifelong Learning



Application Details

To apply, submit the following to jobopportunity@measureeducation.com. Any applications without both of the following will not be considered.

1. Resume
2. Cover letter describing why this position is a good fit for you

Other Details

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.