



Title: Associate Student Data Analyst

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 Analyst. You will work with and be mentored by experienced team members and a central back office to deliver professional services remotely to school leaders, staff and MeasureED team members across the nation. Our services are focused on student information systems that impact student outcomes and requires the transformation of school operations to succeed.

As an Associate Student Data Analyst, you will master the basics of **creating data products and services** through a model of apprenticeship with existing staff. You will also be expected to perform data management functions as necessary. You will be heavily supported as you learn to manage:

- A diverse and ever-changing portfolio of data projects equipped with the technical knowledge necessary to implement solutions that have a measurable impact on student outcomes.
- 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

- Maintain the MeasureED library of User Stories.
- Document the ETL pipeline of student data and reports.
- Design data visualizations for ease of user synthesis, action and scale.
- Defend the case for impact via a cycle of hypothesis testing.
- Influence others with thought leadership.
- Provide data management support for other team members.
- Build relationships with partners and team members on a foundation of professionalism.
- Communicate with transparency and timeliness.
- Interpret and transform the operating policies of schools into practical everyday solutions.
- Maintain a service mindset aligned with outcomes.
- Relentlessly prioritize tasks with relaxed focus and control.
- Take ownership in the development of yourself.
- Perform other duties as assigned.



Ideal Candidate Attributes

- You have worked at a school/district in a non-technical capacity before.
- You have experience writing basic queries in your Student Information System.
- You can impress with your use of Excel.
- You have a desire to learn more because...

By the end of your apprenticeship period, you will have:

- built thoughtful queries in SQL.
- told compelling data stories using Tableau.
- managed ETL workflows using Tableau and/or Python.
- developed learning/reference documentation for yourself/others.
- administered a Student Information System for a full school year cycle.
- prioritized Data Management Tasks versus Data Analysis in a well-managed way.

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.