

Data Analyst
(Part Time : 18 hours per week) 12 mo. Position

LOCATION: Cardinal O'Connell, McHugh Alternative Program

REPORTS TO: Coordinator of Early Childhood

TERMS OF EMPLOYMENT: Part Time 18 hours per week/ 12 month position

EFFECTIVE DATE OF EMPLOYMENT: As soon as possible after posting period closes.

SALARY: \$30hr (grant funded)

REQUIREMENTS:

1. A bachelor's degree from an accredited college or university, preferred.
2. Ability to organize, plan, and support data collection and entry tasks to support the various child, family, and program data requirements of the grant.
3. Demonstrated ability to collaborate with community agencies and other partners on short and long term data requirements to support local and state evaluations.
4. Knowledge of early childhood programs in Lowell.
5. Ability to guide families in the selection of early childhood programming.
6. Guide families through Lowell Public School's enrollment process during preschool and kindergarten registration.
7. Experience and interest in family and community outreach to promote early education
8. Demonstrated technology proficiency to produce, manage, and use various data collection tools.
9. Knowledge of or ability to learn X2 Aspen and other technology tools.
10. Excellent oral, written and organization skills.
11. Ability to provide monthly support for Developmental Screenings.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with Early Childhood Department to collect, organize and disseminate data for Preschool Expansion Grant.
2. Assist with child and family enrollment and registration March to August
3. Collaborate with Curriculum and Instruction to prepare data reports for the state.

4. Design and maintain systems for data collection, sharing and dissemination to support collection of information.

5. Participate in monitoring visits and report writing.

6. Assist in grant writing and data reporting for needs assessments and other submissions as needed.

7. Attend local and statewide meetings and training as required to support the needs of the grant in relation to data collection.

8. Support outside evaluators in collected data required by grants.

9. Provide community outreach to families with children birth to 5 years of age.