



CRISTO REY

PHILADELPHIA
HIGH SCHOOL

Academic Data Manager

Overview:

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good.

Each student participates in the Corporate Work Study Program (CWSP), which offers a weekly work study experience for all four years.

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth and desire to be part of our committed community. As part of the faculty, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young men and women. Candidates should have an appreciation of the school's mission and a commitment to the values of Catholic education. Click [here](#) for some more information about CRPHS.

Anticipated Start Date:

June 2021

Purpose:

The Academic Data Manager supports the Academic Department by providing actionable data analysis to faculty and administration. This person will work directly with the Academic Instructional Leadership team in order to support Cristo Rey academics. This person reports to the Principal.

Key Skills:

- **Data Governance:** Organizing teams of data stewards, building data policies, auditing data quality, building plans to clean data
- **Data Analysis:** knowing what data to examine, gathering data, finding hidden insights, visualizing data, using data to tell stories, building dashboards people want to use
- **Project Management:** Driving progress in group projects, organizing meeting outputs/inputs, clearly reporting progress to leadership
- **Technology:** Excel, SQL, Tableau, Powerpoint, PowerSchool, Salesforce, Salesforce Communities

Responsibilities:

Responsibilities include, but are not limited to:

- Academic data collection, management, and analysis
 - Ensure communication between systems and integration of relevant information across systems

- Export backup soft copy of SIS gradebook once per week
- Collaborate with faculty/staff to identify key indicators for student success and teacher success
- Provide reports with relevant information to:
 - Administration (school-wide trends)
 - Teachers (grade-level and class-level trends)
 - Counselors
 - Board (as requested by Principal)
- Provide ‘Academic Snapshots’ for student and family meetings
 - MAP, PSAT, SAT, Attendance, course averages
- Manage collection and submission of annual report data for Cristo Rey Network
- Design, administer, and analyze student and parent surveys
- Collaborate closely with Academic Operations Coordinator to identify opportunities for improved data collection and usage
- Collaborate with the Academic team to determine honor roll, various eligibility lists, etc.
- Take part in school’s religious and spiritual programs, including faculty and staff retreats.
- All other duties, as assigned

Compensation

- Full-time, year-round position with competitive salary and benefits.

Application Process

To apply for the Cristo Rey School Psychologist position, please send the following documents in an email to **jointheteam@crphs.org**:

- Resume or CV
- Cover letter expressing interest in this position
- Three references including name, title, relationship to applicant, phone number, and email address of each