

Good Schools for All, a program of the Community Foundation for Greater Buffalo, is seeking exceptional candidates to fill multiple positions in its growing, \$2.3 million a year not-for-profit organization. Offering no programs or services, *Good Schools for All* is a neutral independent convener. Its mission is to mobilize the community to help Buffalo's children succeed academically. Since 2002, *Good Schools'* primary focus has been literacy, the foundation for academic success. Recognized nationally for its transformational ***Read to Succeed Buffalo*** literacy initiative, *Good Schools* is determined, with talented people, to make a difference for our children and their families.

Early Reading First

Good Schools for All, a component of the Community Foundation for Greater Buffalo, is the lead agency, in partnership with Bethel Head Start, the Buffalo Public Schools and the Child Care Resource Network to transform five (5) Head Start Centers into Early Reading First (ERF) Preschool Centers of Educational Excellence. One of only 32 awarded in the United States in 2007, the three-year, \$4.1 million grant from the U.S. Department of Education, the Buffalo CARE project will integrate high quality literacy instruction and resources, progress monitoring of children and professional development with staff into 5 Bethel Head Start programs in the Northeast Section of the City of Buffalo. The overarching goal of the CARE project is to dramatically increase the language and literacy skills of the children who are served to ensure that they are ready to start Kindergarten and be successful in their education. Over the three years, the project will serve 600 three-and four-year old children, most of who live in families below the poverty level

Data Management Coordinator - Position Profile

The Data Management Coordinator will report directly to the Project Director of the Early Reading First (ERF) Buffalo Preschool CARE project. He or she will be responsible for developing and maintaining a data tracking system to measure outcomes and the impact of literacy initiatives of the *Read to Succeed Buffalo* literacy campaign. Beginning with the Early Reading First Buffalo Preschool CARE project, the Coordinator will develop and manage a web-based data collection, tracking and reporting system for following children's literacy progress from preschool through third grade in the Buffalo Public Schools. The Data Management Coordinator will work collaboratively with program implementation sites, the independent evaluator and the vendor of the web-based central data system.

Responsibilities

Collaborate with the Independent Evaluator and the ERF Management Team in developing the key data indicators and creating a data collection process, procedures and forms.

- Work with the software developer to ensure all Early Reading First assessment indicators are built into the web-based data system. Ensure single data entry

collection process with crosswalks/mapping, and file transfers or interfaces to move data from original point of entry to the Good Schools for All central data system, or from the Good Schools for All central data system to other computer systems (importing/exporting).

- Create data definitions for all data fields so everyone in the ERF Buffalo Preschool CARE project has a common understanding of the data and what it means
- Develop materials, manuals and forms as necessary with the vendor and train all ERF Buffalo Preschool CARE project staff and program sites on use of data system, including data entry and reporting features.
- Create set of standard reports identified by the Management Team as needed to assess student or program progress. Create ad hoc reports as required by Management Team. Run reports as required.
- Analyze hardware and Internet access requirements of LACES system and ensure all data entry sites have appropriate equipment and communication lines.
- Organize and manage data collection system and ensure sites are inputting data on timely and accurate basis.
- Audit data to ensure fidelity with feeder systems.
- Work closely with the Management Team and site-based instructional teams to encourage and support the active use of data in the program for diagnostic and instructional management purposes to ensure continuous program improvement.
- Troubleshoot issues and problems in the development and implementation of the system during its roll out. Function as first point of contact for problems encountered by end-users after system implementation.
- Other duties as assigned.

Qualifications

Experience

- Three years of experience in:
 - Assessing end users needs for desktop hardware and Internet based on vendor specifications;
 - Working directly with software vendors to evaluate data collection field requirements;
 - Familiarity with developing standard and ad hoc reports using standard report-writing software;
 - Importing and exporting data among various vendor systems while ensuring data integrity and fidelity;

- Writing data definitions;
- Conducting end-user training;
- First-line troubleshooting and primary liaison with vendor for second-line troubleshooting.

Skills

- Ability to effectively communicate data management and technology concepts to end-users in a simple and clear fashion.
- Ability to interpret and manipulate data sets.
- Proven technical writing and training skills.
- Ability to take initiative, think creatively and work collaboratively.
- Knowledge and understanding of educational programs and public education system, preschool through adult a plus.

Education

- B.S. in Information Systems, Computer Science, Statistics or related field

Qualified candidates send a cover letter explaining your qualifications and a current resume to:

Helene H. Kramer, Executive Director
Good Schools for All
hkramer@goodschoolsforall.org

RESUMES MUST BE POSTMARKED BY MAY 30, 2008

See the Read to Succeed Buffalo (www.readtosucceedbuffalo.org) or Good Schools for All (www.goodschoolsforall.org) web sites to learn more about who we are and what we're doing.