

Uncommon Schools



TITLE: Knowledge Manager

Reports to: Chief Technology Officer

GENERAL SUMMARY: Provides data design and information architecture to manage information across USI to enable efficient sharing of best practices and student performance and assessment data.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Create and maintain data architecture to increase the robustness, performance, and scalability of the entire system.
2. Define and develop all information inputs and outputs to provide flexible, dynamic analysis and reporting to users across school sites, within the USI Home Office and to external parties as determined necessary.
3. Maintains Student Information System database at schools and at USI, including:
 - a. Trouble-shooting any implementation and technology issues
 - b. Identifying and developing any reports required by the school
 - c. Managing the change process for any enhancement requests
 - d. Managing the import of any state or school-based standards
 - e. Managing the data integrity and clean-up with the schools
 - f. Overseeing the submission process for state and CREDO reporting
 - g. Manage end of period processes for storing information and setting up next period
 - h. Managing the development of any custom fields, screens or reports within the SIS to generate automatic attendance or discipline letters, enhance Special Education, etc.
 - i. Manage initial roll-out and implementation for new schools as opened
4. Manages the development and design of a solution for Interim Assessment analysis across the schools, integrated with the Student Information System.
5. Manages the development and technical design of the USI Intranet and Document Management, including but not limited to:
 - a. Data repository for all content to be delivered via the Intranet
 - b. Standards and process for uploading and managing content
 - c. Maintain search engine
 - d. Ensure linked information resources are kept relevant, appropriate, etc
 - e. Ensure the metadata standards as specified are implemented in all applications and content.
6. Updates USI and USI school websites once every two months and as requested.
7. Evaluates software or new products and devices on behalf of the schools
8. Works with vendors where necessary to ensure smooth running operations at schools.
9. Trains teachers and USI staff in computer use and software programs.
10. Performs other related duties as required and assigned.

ORGANIZATIONAL RELATIONSHIPS: reports to Chief Technology Officer. Works closely with all levels within organization, especially USI Director of Operations and school-based Directors of Operations.

QUALIFICATIONS:

1. Required knowledge, skills & abilities:

- Experience doing requirements and process analysis for technology development
- Experience with SYBASE SQL database design and integration
- Experience with analytics or reporting engines such as Crystal Reports and Cognos Analytics
- Previous hands-on experience supporting end users
- Knowledge of and experience with Microsoft Exchange Server, Windows Server 2003, Windows XP, Windows 2000, Microsoft Office Products
- Motivated, self-starter, able to work independently
- Excellent interpersonal and communication skills
- Ability to multi-task and handle diverse high-pressure environments

2. Minimum Educational level:

- Bachelor's degree

Uncommon Schools, Inc. (USI) is a NYC-based nonprofit charter management organization that creates and manages among the highest-performing urban college preparatory charter schools in the Northeast. To accomplish this, USI builds tight networks of philosophically aligned schools in close geographic proximity to one another so that principals and teachers can collaborate, benefit from common services, and focus on the urgent tasks of closing the racial academic achievement gap and preparing low-income students to succeed at the highest levels in college and beyond. USI schools all have:

- A College Preparatory Mission
- High Standards for Academics and Character
- A Longer School Year and Longer School Day
- A Focus on Accountability and Data-Driven Instruction
- A Highly Structured Learning Environment
- A Faculty of Committed Teachers and Talented Leaders

With the founders and former leaders of nationally recognized charter schools such as North Star Academy (Newark, NJ), Boston Collegiate Charter School (Boston, MA), and Roxbury Preparatory Charter School (Boston, MA), USI will launch 20 small charter schools over the next five years. We are:

- Collegiate Charter Schools (Brooklyn, NY)
- Excellence Charter Schools (Brooklyn, NY)
- North Star Academy Network (Newark, NJ)
- Preparatory Charter Schools (New York, NY)
- True North Public Schools (Upstate NY)

Compensation

USI invests in quality and will pay a highly competitive salary (negotiable depending on experience) with health and dental benefits.

To Apply

If you are passionate about improving educational opportunities for historically underserved children and communities, please visit our website at www.uncommonschools.org and apply online at www.uncommonschools.org/usi/careers/.

USI is an Equal Opportunity Employer