

Reports To: Data Quality and Audit Specialist **Closing:** Open Until Filled

Job Type: 30 hours per week (0.75 Full-Time Equivalent), Exempt **Salary Range:** Starting at \$5,000 - \$5,833 per month. Commensurate with experience.

Please note that this salary range is based on a full-time position. For this 30-hour-per-week role, the salary will be adjusted proportionally based on actual hours worked.

ORGANIZATION OVERVIEW

The Colorado Charter School Institute (CSI) is a statewide charter school authorizer whose mission is to foster high-quality public-school choices offered through charter schools, particularly schools that are focused on closing the achievement gap for at-risk students. Governed by a board of nine members appointed by the Governor and Commissioner of Education, CSI currently serves a diverse portfolio of 40+ schools across the state of Colorado serving over 20,000 students. CSI is uniquely positioned to serve and promote charter school innovation in communities throughout Colorado and to be a leader in improvements in authorizer practices. CSI aspires to continue growing the quality and quantity of its portfolio of schools in Colorado in response to the need for high quality, innovative charter school options. Our organization is at an extraordinary point of opportunity and is poised to make additional systemic changes that will yield improvements within the portfolio's overall student achievement.

[Visit our website to learn more](#)

Please note: Applications will be reviewed as they are received. This position is non-classified and is not subject to appeal rights.

Please see below for a complete position description:

ESSENTIAL DUTIES AND ROLE-SPECIFIC RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

Collection Oversight & Data Quality (55%)

- Direct the activities associated with sensitive student- and staff-level data collections and processes assigned to this position for use in CSI, state, and federal accountability and compliance monitoring, CSI and school funding determinations, and CSI initiatives.
- Exercise independent judgment to lead CSI schools through the timely and accurate completion of state and federal data collections in alignment with CSI- and state- level guidance.
- Manage timelines and procedures for processing school data files and providing error and summary reports to schools.
- Determine and maintain communication schedules with school contacts about upcoming, open, and recently closed collections.
- Monitor and evaluate school compliance with submission requirements, including file submission, error clearance, and certification deadlines, following up with directives to schools as needed.
- Identify, communicate, and support schools eligible for tiered supports and interventions and schools with instances of non-compliance.
- Provide direction to schools on identifying and resolving issues related to collection requirements, business rules, data systems, and data integrity.
- Evaluate and verify the accuracy and integrity of data, both independently by developing data validation procedures and in collaboration with CSI data experts.
- Act as advisor and provide technical assistance to CSI staff in areas associated with assigned data collections.
- Offer guidance and support in the data submissions process and related best practices to CSI teams leading content-specific data collections.
- Support team members in processing school data files, troubleshooting errors, and streamlining the

submissions process for various data collections led by the Data Submissions Team as needed.

Training & Resource Development (20%)

- Develop training and resources to support schools in completing each data collection, including purpose of report, understanding and clearing errors, data validation, and adherence to audit requirements.
- Evaluate school-, CSI-, and state-level challenges to develop responsive tools and procedures that streamline the data collection process for CSI and schools.
- In collaboration with other team members, establish timelines of activities and deadlines for each assigned data collection.

Process Documentation (15%)

- Develop and document CSI and school processes for completing all state and federal data collections, including best practices discovered in data processing, validation and security.
- Regularly review assigned collections, making recommendations for adjustments to continually improve processes.

Department Responsibilities (10%)

- Handle the usage of data systems with security and confidentiality, adhering to CSI data privacy practices and requirements.
- Collaborate with team members on establishing consistent submission practices, resource documentation design, and training methods.
- Ensure that all training, technical assistance, and compliance monitoring includes tiered processes and actions based on school performance.
- Ensure quality and availability of data for inclusion in the CSI Annual Review of Schools and other CSI initiatives.
- Participate in the review of charter applications and school operational plans in support of CSI's role as a school authorizer.
- Support departments in accessing and understanding data gathered from state reporting.
- Provide operational support for the Chief of Staff.
- Provide technical assistance and back up support to other collections as needed.
- Establish and maintain practices that advance departmental and organizational knowledge management efforts.

BENEFITS

As a valued member of the Colorado Charter School Institute team, you'll enjoy an array of benefits designed to enhance your well-being and professional growth. These include comprehensive medical, dental, and vision insurance, paid holidays, generous paid leave, flexible schedule options, a supportive work-life balance ethos, complimentary life, and disability insurance (with opportunities for enhanced coverage), options for Flexible Spending and Health Savings Accounts, access to professional development programs, wellness initiatives, performance-based bonuses, and membership in the Colorado Public Employees' Retirement Association (PERA).

CSI INCLUSION STATEMENT

CSI recognizes that autonomy and diversity can drive innovation and improved outcomes, both in our schools and in our organization. We are committed to a diverse and culturally inclusive workplace as we believe that differences in perspective and experiences broaden our awareness, enrich our daily experiences, and contribute to our collective strength.

As a charter school authorizer with schools that serve a wide range of communities across the state, we prioritize recruiting a staff that shares the diversity of the students and communities our schools serve. CSI is proud to be an equal opportunity employer and does not discriminate based on gender, race, color, religion or belief, national origin, age, sexual orientation, marital status, disability, or any other protected class.

WHAT WE ARE LOOKING FOR:

At a minimum, we are looking for the following:

- High school diploma, GED, or equivalent
- Strong time-management and interpersonal skills
- Attention to detail, professional written and verbal communication skills, and familiarity with modern workplace software programs and tools

- Experience working in one or more school data management systems (PowerSchool, Enrich, Infinite Campus, etc.)
- Experience with developing and delivering trainings to meet the needs of identified stakeholders
- Self-motivated
- **All final candidates must successfully pass a criminal background check.**

Ideal candidates will have some, or all, of the following education, skills, and abilities:

- Experience working with state data collections (October Count, End of Year, etc.)
- Experience working with charter schools in Colorado
- A proven ability to design and facilitate effective trainings for a variety of stakeholders

LOCATION & TRAVEL

Colorado residency is required. This position is primarily remote, with occasional in-state travel requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes a standard office setting. The noise level in the work environment is usually low to moderate.

NOTE

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. CSI may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

HOW TO APPLY:

Does our organization and this role resonate with your career aspirations? If so, we'd love to hear from you! Please send your resume to CSIEmployment@csi.state.co.us