



Position: Associate Director of Data and Evaluation

Department: Operations

Reports to: Director of Data and Evaluation

The Organization:

Communities In Schools (CIS) of Indiana is changing the picture of education for over 37,000 students in our state every year. Our team of diverse, positive leaders “show what they are made of” each day by helping keep kids in school, eliminate barriers to success and open doors of opportunity. We work across the state of Indiana to provide resources and create communities of caring adults who work hand-in-hand with schools to ensure young people have the tools they need to stay in school and achieve in life.

Communities In Schools is the nation’s largest drop-out prevention organization, serving 1.5 million students across 2,400 sites across the country. We achieve this mission by hiring an innovative, outcome-driven, community- and student-focused team who has passion for what we do. Learn more about our work at: www.cisindiana.org.

The Position:

The focus of the Associate Director of Data and Evaluation position is to lead the efficient and effective collection, analysis, and use of data for CIS of Indiana. Data is used in CIS of Indiana in part to drive the decision-making process and initiatives for the organization. This position is responsible for high-quality and the timely collection, management, and reporting of CIS of Indiana data to provide to the CIS national office, funders, school districts, other stakeholders, and the public.

The basis of this role is: ensuring accurate and timely data, providing data to inform decisions and demonstrate impact, assisting individuals inside and outside the organization understand the impact of CIS data, collaborating across the organization and with CIS of Indiana stakeholders in collection and use of data, and fostering innovation through the use of shared data, measurement, and accountability.

Essential Functions:

- Directly manage assigned site coordinators ensuring that they have the tools to succeed in their role.
- Provide data and reports to individual schools, district leaders, and the community on issues impacting students and communities. Maintain consistent communication with school district leadership concerning program outcomes in schools/districts. Provide a district-wide report each semester on student needs, trends, and program outcomes on an annual basis.
- Train site coordinators on effective collection and management of site-level data in CISDM and other data methods (such as Microsoft Excel or Word). Provide professional development opportunities to site-level staff on the collection, management, and use of CIS of Indiana data.
- Continuously evaluate and assess community, school, and CIS model data. Conduct a community needs assessment for all school district communities served by CIS of Indiana every three years as requested by CIS National.
- Ensure data quality for all records and data in CISDM and other data collection sources (such as Microsoft Excel).
- Serve as a support for End of Year process and collaborate effectively across the organization to obtain End of Year data. Serve as a back-up point of contact for national End of Year requirements.
- Contribute to progress monitoring processes and procedures every grading period on school and student goal progress and provide the updates to the school administration.
- Serve as a support for annual and impact reports data communication that is presented to organizational funders and stakeholders.



- Manage and refine the process for internal data reporting and ensure internal data system are updated each month.
- Manage and oversee third-party evaluations to ensure CIS of Indiana programs are implemented at highest levels of effectiveness.
- Serve as a subject matter expert on CIS of Indiana data, data quality, data usage, CISDM, and CIS of Indiana data analysis.
- Serve as a back-up point contact with CIS national on data related work.
- Carry out any other duties as assigned by the Director of Data and Evaluation and Executive Director.

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed.

Please email your resume to: info@cisindiana.org no later than Friday, May 26, 2023.

If you have questions about the position, the interview process, or the mission of Communities in Schools of Indiana, please also reach out to info@cisindiana.org.

Please Note: Candidates must pass a criminal background check and provide references as requested.