



CONTRACT CAREER OPPORTUNITY

21st CENTURY COMMUNITY LEARNING CENTERS STATISTICIAN/DATA ANALYST OFFICE OF FEDERAL PROGRAMS

Salary Range: \$87.50 HOURLY RATE

Salary will be negotiable and commensurate with experience.

The 21st Century Community Learning Centers (21st CCLC) Program, authorized under Ever Student Succeeds Act Title IV, Part B, provides academic enrichment opportunities during non school hours for students attending high poverty and low performing schools. Programs are required to collect, maintain, and report high quality data to demonstrate progress toward student achievement, attendance, behavior, and family engagement outcomes. Data reporting must align with Government Performance and Results Act performance indicators and United States Department of Education Annual Performance Report requirements. Accurate, timely, and validated data collection is essential to ensure federal compliance, inform continuous improvement, and support grant renewability and accountability decisions.

RESPONSIBILITIES:

- Develop standardized data collection instruments aligned to GPRA performance measures and U.S. Department of Education reporting requirements.
- Design and implement data validation protocols and quality assurance procedures.
- Create reporting templates, dashboards, and performance monitoring tools.
- Establish written guidance and technical assistance materials for subgrantees.
- Provide training to subgrantees on attendance tracking, academic outcome reporting, and compliance documentation.
- Analyze student-level participation, dosage, academic growth, and program impact data.
- Assist with preparation of the Annual Performance Report (APR) and related federal submissions.
- Conduct data audits and resolve discrepancies with subgrantees.
- Develop longitudinal tracking systems to support renewability and continuation decisions.
- Collaborate with internal program staff to strengthen evaluation methodology and continuous improvement processes.
- Ensure compliance with federal privacy and data security standards.

PREFERRED QUALIFICATIONS:

- Strong knowledge of federal education grant reporting requirements.
- Demonstrated experience with GPRA indicators and U.S. Department of Education performance reporting.
- Experience supporting 21st CCLC, Title programs, or other ESSA-funded initiatives.
- Proficiency in statistical software such as SPSS, SAS, R, or similar platforms.
- Advanced Excel skills including pivot tables and data modeling.
- Experience designing data systems for multi-site programs.
- Ability to provide technical assistance to local education agencies and community-based organizations.
- Strong written communication skills for federal reporting narratives.
- High attention to detail and commitment to data integrity.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Master’s degree or higher in Statistics, Data Science, Educational Research, Public Policy, or related field.
- Minimum of five (5) years of professional experience in program evaluation, statistical analysis, or federal grant reporting.
- Demonstrated experience working with multi-site educational or youth development programs.
- Experience working with state agencies, school districts, or federal education programs preferred.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, “21st Century Community Learning Centers Statistician/Data Analyst ” The following documents must be submitted:

- A completed *MDE Application Form*
- Three (3) Professional References

The deadline for applicants to apply is March 27, 2026.

INQUIRIES

- Arthur Goss
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