



DATA MANAGER — BRIGHTPATH TUTORS

OVERVIEW OF THE DATA MANAGER POSITION

We're tackling educational inequities by incorporating high-dosage tutoring into the K-12 school day — and we want you to help us realize our core value of using data and research to drive continuous improvement and ensure program effectiveness. The data manager primarily will be responsible for aggregating data and developing recurring and one-time reports for both internal use as well as for external stakeholders.

ABOUT SCORE

Tennessee has been making significant progress in advancing a bold education reform plan over the last decade and is now a leader in the nation in dramatically improving student achievement. Tennessee is among the fastest improving states for student achievement according to the Nation's Report Card.

While Tennessee has made significant gains, there is still much to do — in K-12 education, in college and career readiness, and in postsecondary completion. The State Collaborative on Reforming Education (SCORE) plays a critical role in advancing student achievement, aligning K-12 and postsecondary education, and ensuring that all students can achieve career and life success. We work to monitor statewide progress in support of a prioritized agenda that drives collaboration on policy while generating proof points and providing targeted support for implementation across the state.

SCORE is an independent, nonprofit, and nonpartisan organization founded by former US Senate Majority Leader Bill Frist and is dedicated to the goal that all students can achieve success in college, career, and life. SCORE supports student success in public schools across Tennessee by ensuring all schools and systems meet high expectations; preparing, recruiting, supporting, and retaining excellent teachers and leaders; and aligning K-12 and college with career and life success. SCORE is also supporting K-12 students through their new Innovation Fund, which invests in nonprofits such as **BrightPath Tutors** that have the potential to have a profound impact on the educational landscape in Tennessee.

SCORE is based at Vanderbilt University's John Seigenthaler Center. For more information on SCORE, please visit www.tnscore.org.

ABOUT BRIGHTPATH

BrightPath Tutors is an independent nonprofit founded by two Vanderbilt Class of 2020 graduates that aims to level the playing field by providing free, high-impact tutoring to benefit students in Tennessee. In addition to recruiting top college students, BrightPath has a proprietary software that helps facilitate tutor-student matching, scheduling, and related operations for tutors. BrightPath has recently been chosen by the Metro Nashville Public Schools (MNPS) district to be the leading tutoring provider for the district of 86,000 students and will play a key role in designing and implementing MNPS's new high impact tutoring signature initiative that aims to serve 7,000 students during the 2021-22 school year.

As a recently founded nonprofit, BrightPath is proud to be working with SCORE. Their support and expertise in establishing key systems and structures will enable us to rapidly expand our reach. For more information on BrightPath, please visit <https://brightpathtutors.org>.



Why BrightPath?

Although researchers have found strong evidence to suggest that high-impact tutoring can produce large learning gains for a wide range of students, few tutoring organizations have implemented programs that adhere to the best tutoring practices.

BrightPath prides itself on using innovative technology, relying on data and evidence-based practices, and partnering closely with schools to implement a trailblazing program that creates meaningful and long-lasting change for students. Below are some of the core design principles that set us apart from other tutoring providers:

- Frequency: Tutors and students meet at least three times per week, for at least ten weeks.
- Tutor-student ratio: BrightPath tutors meet with students on a one-to-one basis.
- Talent: Our tutors are qualified and passionate college students and community volunteers who receive ongoing training and support.
- Relationships: Students and tutors meet on a recurring basis, which leads to positive relationships and enables tutors to have a strong understanding of students' needs.
- Scheduling: We use proprietary technology to pair tutors and students, taking the burden off the school district. Also, our tutoring happens during the school day, which has proven to result in greater academic gains.
- Curriculum: We collaborate with districts and teachers to ensure that instructional material is aligned with classroom content.
- Delivery: All tutoring is conducted virtually, making it convenient and cost-effective for tutors to volunteer their time.
- Measurement: Our data collection processes enable us to personalize our approach and tailor instruction practices in real-time.

KEY RESPONSIBILITIES

Data is essential to helping us meet our goals and drive our organizational mission. In a data manager, we are looking for a well-organized and detail-oriented individual who can work with data to generate high-level insights about our program and present this information in the form of data reports and data dashboards. The data manager will be responsible for overseeing the following data-related functions and communicating key trends and findings to program leadership:

- (1) The management and maintenance of program databases
- (2) The administration of stakeholder survey data for program evaluation
- (3) The collection of tutor attendance data used for payroll and program improvement
- (4) The aggregation and communication of student-tutor microdata to satisfy grant requirements

SPECIFIC RESPONSIBILITIES INCLUDE:

- Pulling and aggregating data to develop reports on Microsoft Excel
- Building dashboards to visualize results
- Maintaining databases, spreadsheets, and other tools used in data analysis
- Locating and fixing errors in reports
- Training others on how to use and create reports
- Working with our technology team to improve data-related processes
- Communicating data findings to key program stakeholders
- Creating sustainable processes, practices, and infrastructure to support our data needs



CANDIDATE REQUIREMENTS

- A bachelor's degree is the minimum education level required.
- Data reporting experience is strongly preferred.
- Candidates must have a strong command of technology and an interest in effective utilization of technology.
- Some coding and mathematics skills, and/or expertise in SQL scripting, Power BI, Tableau, and other reporting tools is strongly preferred.
- Candidates must have proven experience managing multiple tasks from different teams and be able to prioritize their time effectively.
- Candidate must be an effective communicator who can report findings within business teams and to end users, project leaders, and external stakeholders.
- Candidates must have a passion for educational equity that aligns with the missions of BrightPath and SCORE and possess a drive to dramatically improve outcomes for students in Tennessee.

COMMITMENT TO DIVERSITY & INCLUSION

At BrightPath, we are committed to creating a workplace where all team members bring their whole selves to work and thrive both personally and professionally. We deeply value collaboration, optimism, excellence, and innovation in our student-centered work and in how we work together and support each other as a team. We also believe that it is important for our team to reflect the rich diversity of students in Tennessee, and we strive to intentionally create space for diverse viewpoints to meaningfully contribute to our work.

BrightPath is an equal opportunity employer. Applicants are considered for all roles without regard to race, color, religion, gender, pregnancy, national origin, ancestry, age, marital status, veteran status, disability, sexual orientation, genetic information, or any other legally protected characteristic or status.

TO APPLY

To apply, please send a resume and cover letter to hr@tnscore.org. If you have questions, please contact BrightPath at contact@brightpathtutors.org.