

Louisiana Believes.

Position Title: Manager – Statistical Analysis
Office of Portfolio
Louisiana Department of Education

ABOUT THE OFFICE OF PORTFOLIO:

The Department of Education's Office of Portfolio has three responsibilities:

- 1) School Choice, helping implement and evolve key parental choice programs like scholarships, charter schools and local charter authorizers;
- 2) Course Choice, helping develop an unprecedented array of high-quality course offerings through Louisiana's innovative Course Choice Program; and
- 3) Strategic Planning, helping develop and implement initiatives that will enable Louisiana students to improve their academic performance, become career ready for 21st Century jobs, and become lifelong learners.

FUNCTIONS OF WORK:

To provide the Director – Strategic Planning and the Portfolio organization with a dynamic quantitative assessment of how well Louisiana's K – 12 course offerings are matching local, regional and statewide academic and workforce needs. This job is a “hands-on” analytical position – this manager will personally complete the analyses and reports necessary to complete the function's essential work.

EXAMPLES OF WORK:

- Conduct analyses to determine “brick and mortar” course supply (local, regional, statewide)
- Conduct quantitative and qualitative analyses on educational course needs (local, regional, statewide) based on (but not limited to) early learning, college preparedness, Career and Technical education / workforce needs, special education, alternative pathways, etc.
- Conduct analyses to evaluate areas of need related to school performance, learning conditions, access / choice
- Conduct “gap analyses” to determine any supply / demand imbalance between current and emerging course offerings and academic and job opportunities
- Collaborate with Course Choice team to identify new supply options and how well they might address current and future workforce and academic needs
- Develop local, regional and statewide portfolio plans that include specific action plans and measurable goals for improving educational effectiveness (all grade levels)
- Deliver reports that measure local, regional and statewide success in achieving the measurable goals established in these portfolio plans
- Serve on multiple DOE teams that address a wide range of policy issues, without compromising the timely completion of high quality analytics and reporting work
- Understand and support the priorities of the Director – Strategic Planning, effectively guiding the team when the team leader delegates this responsibility or when he/she is absent
- Draft policies to obtain and carry out grants (including federal grants) and philanthropic contributions
- Review and approve Portfolio team reports and technical plans
- Hire and train interns and/or external personnel to maintain and update data gathering processes and reports

- Maintain a projects calendar that clearly indicates responsibilities and key deliverable due dates on various individual and team data gathering / analysis projects
- Collaborate with Director – Strategic Planning to formulate internal policy and procedures

MINIMUM QUALIFICATIONS:

Either of the following will qualify.

1. A master's degree plus three years of professional level experience in planning, research and analysis, one year of which must have been at the advanced journeyman level.
2. A baccalaureate degree plus five years of professional level experience in planning, research and analysis, one year of which must have been at the advanced journeyman level.

NOTE: Experience must include duties in all three areas (planning, research and analysis) in order to qualify.

PREFERRED QUALIFICATIONS:

Either of the following will qualify:

1. An advanced degree (Masters or Doctorate) in a field that required significant quantitative capabilities (Statistics, Economics, Operations Research, Education or similar field) with a transcript that indicates academic excellence, with a focus on utilizing quantitative methods to analyze public policy, plus one year or more of professional experience in an analytical position supporting management policy development.
2. A baccalaureate degree in a field that required significant quantitative capabilities (Statistics, Economics, Operations Research, Education or similar field) with a transcript that indicates academic excellence, with a focus on utilizing quantitative methods to analyze public policy, plus three years or more of professional experience in an analytical position supporting management policy development.

For more information regarding this position, contact:

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