



3005 S Lamar Blvd, D447, Austin, TX 78704
PH: 512.584.8272

Job Title: DATA AND RESEARCH ANALYST
Reports to: DIRECTOR OF POLICY
Job-Type: FULL TIME, EXEMPT EMPLOYEE
Hours: TYPICALLY, MONDAY-FRIDAY, 9AM TO 5PM

The Texas Public Charter Schools Association is the voice of public charter schools in Texas. We're on a mission to ensure every family has the ability to choose a high-quality public school by supporting and advocating for public charter schools. We work closely with our sister organization, Charter Schools Now.

A. Job Summary

The Data and Research Analyst will act as the data strategist for the Association, leading the efforts to analyze and document the positive impact of public charter schools. The Analyst will regularly assemble and disaggregate datasets, complete data analyses, and create data products like dashboards, infographics, and white papers that pertain to Texas public charter schools. This role works in lockstep with the Communications and Advocacy teams by providing support for rapid response, answering questions from lawmakers, and conducting targeted research that advances the organization's policy and regulatory agendas.

B. Essential Job Functions

- Support the development and lead the execution of TPCSA's data and research agenda, to include at least five data or research products annually that help the organization influence the narrative about public charter schools.
- Collaborate with the Communications and Advocacy teams on data-driven content for issue briefs, talking points, presentations, and other collateral that may be public, lawmaker, or donor-facing.
- Conduct rapid-response data analyses and research during Legislative and State Board of Education hearings and in other situations when the Association needs to rebut myths or reinforce key messages in real time.
- Track and analyze data released by TEA in order to communicate about potential data quality issues as well as identify emerging trends for the state's public charter schools.
- Evaluate external research studies for accuracy, distill key talking points, and help TPCSA staff explain their implications for charter schools to stakeholders.
- Compile and analyze data on an ad-hoc basis to support the Association's policy and regulatory agendas, including for use in comments on state education rulemaking and legislative testimony; the Analyst may also support bill review during the legislative session.

- Manage TPCSA's member and internal-facing data dashboard tools, including the collection, integration, and auditing of educational statistics.
- Other duties as assigned.

C. Qualifications

- At least 3-5 years of experience in data analytics or research
- Degree in mathematics, analytics, data science, or a related field
- Demonstrated data analytics and research experience, with examples of prior efforts
- Strong analytical, communication, and presentation skills with an ability to condense complicated concepts into an easily understood format
- Experience with the political and policy-making process of charter schools in Texas is a plus
- Thrives in fast-moving, sometimes high-pressure environments
- Strong belief in the mission of public charter schools

D. Benefits

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, vision, and life insurance
- Paid holidays and PTO
- Matching Plan for 401(k) contributions

E. Disclaimer

This job description is not an employment agreement or contract. Nor is it an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. TPCSA reserves the exclusive right to revise the job description at any time without notice. Employment with TPCSA is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or employee. This at-will relationship exists regardless of any statements made to the contrary. The employee must be able to perform the essential functions of the position satisfactorily, with or without accommodations. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

F. Application

Qualified candidates should submit the following application materials in one PDF document:

- Cover letter detailing how you embody TPCSA's core values of optimism, drive, hustle, and excellence
- Resume describing your relevant experience and education

Applications should be emailed to nkaharick@txcharterschools.org