

Federal Grant Data Analyst

New Mexico Public Education Department (NMPED) Literacy, Humanities and Early Childhood Bureau is soliciting proposals from highly qualified individuals or organizations to lead the Bureau in the collection and dissemination of data within Striving Readers Comprehensive Literacy Initiative (SRCL), contributing to the effective monitoring and evaluation of our work. Contractor will also serve as the lead on working with an external evaluator to identify data required, set up systems to record this information accurately, and oversee its collation and reporting from the relevant SRCL stakeholders.

Services Provided

- A. The Data Analyst is responsible for reporting capabilities that enable strategic insights across the parameters of birth thru grade 12. This role is crucial in translating data into analytics design from stakeholders (LEA's and partners), **while infusing expertise proficiency (English Language Arts) subject areas.**

- B. Under the direction of NMPED SRCL Program Coordinator, contractor will:
 - 1. Lead requirements gathering process with key stakeholder groups
 - 2. Prepare, facilitate and provide professional development around data analysis to stakeholders
 - 3. Define adequate strategy requirements documentation and functional specifications
 - 4. Partner with stakeholder groups to understand business problems and identify datasets, metrics, and dimensions necessary for delivery
 - 5. Transform business concepts to compelling data visualizations
 - 6. Interview stakeholder subject matter experts in order to ensure specialized topics are appropriately discussed, defined, and agreed upon
 - 7. Conduct analysis on current state reporting
 - 8. Manage expectations and needs from business stakeholders
 - 9. Develop CPI plan.

Pay: \$35.00 an Hour
10-20 hours a week
Total not to exceed \$30,000