



Los Angeles Unified School District - Job Opportunity

Job Posting Title

Chief Enrollment Analysis Coordinator

Reference code

JP19-100-XA1

Minimum Salary

\$ 94,200.00 Annual

Maximum Salary

\$ 116,900.00 Annual

Information about LAUSD

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you have the opportunity to exercise your potential in the business of education.

We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future.

Our contributions here impact our number one customers – the 600,000 plus K-12 students of LAUSD. We invite you to achieve new levels of success in your career by pursuing exciting promotional opportunities!

Department or School Site

The School Management Services / Master Planning and Demographics Unit supports the Los Angeles Unified School District's mission to educate students through its dedication to the research and analysis utilized in the long-range planning for the optimal utilization of existing schools and determining the need for new school facilities.

The unit provides the following services:

- Boundary Studies
- Capacity Adjustment Program
- District K-12 Open Enrollment Program
- Electronic Enrollment Forecast Process (E-CAST)
- Electronic Capacity Assessment Review (E-CAR)
- School Reconfiguration Process

Benefits

Insurance: Paid premiums for medical, dental, vision, and life insurance

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plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Paid Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: 12 days.

Job Duties/Responsibilities

A Chief Enrollment Analysis Coordinator plans and coordinates the activities of statistical research and analysis involving population trends, density, theory, and policy of population changes in urban areas which include the collection of population and housing data, and the cohort analysis thereof to develop statistical models, assessments of demographic patterns, and trends.

Duties:

- Prescribing procedures, formulas, and statistical models to be used in the synthesis of data for the establishment of projections of student population.
- Collecting and using survey, statistical programming software, and interpretations of survey tabulations.
- Developing parameters of student and population data required to analyze the composition and magnitude of demographic trends.
- Identifying sources for data.
- Consulting with data processing personnel to define information system requirements.
- Coordinating the acquisition, organization, maintenance, and reporting of data.
- Conferring with technical experts regarding external influences, such as socio-economic trends, that have affected or could affect demographics.
- Working with District officials to develop recommendations for short-range and long-range District-wide enrollment projections.
- Analyzing, interpreting and establishing projections of student enrollment based on projections of area residence.
- Supervising the preparation and assembly of materials used to convey the results of analyses.
- Collecting and reviewing school operational data with regards to classroom counts and the utilization of classrooms.
- Collaborating with District officials responsible for the calculations of school accommodations to develop standards to be used in analysis of school capacities that comply with the Board of Education's approved goals and guidelines for school operation.
- Leading and directing multi-disciplinary teams, set project standards, monitor progress, and communicate interim and final results
- Formulating and executing calculations to determine the need for classroom seats based on long-range educational and facilities goals as

established by the Board of Education.

- Preparing and communicating analyses results in written and oral formats.

Minimum Requirements

Education: Graduation from a recognized college or university with a Master's degree or higher in mathematics, statistics, economics, finance, demography, geography, urban planning, sociology, educational research or a related field requiring substantial training in quantitative and qualitative statistical analysis or research. A doctoral degree in one of the above fields is desirable.

Three years of supervisory experience in a public agency with responsibility for the planning and coordination of statistical research and analysis projects, in addition to the required experience, may be substituted for a graduate degree. Candidates meeting this entrance qualification must have a bachelor's degree in the aforementioned fields.

Experience: Five years of professional-level research experience that includes determining statistical research design methodology for completed research projects. Two years of experience providing professional-level research in the development, planning, and presentation of demographic data for public works projects is highly desirable.

Desirable Qualifications

We are seeking motivated, well organized, and highly competent individuals with knowledge of:

- Research methodology and statistical procedures related to theory and policy of population changes and assessments of demographic trends
- Advanced statistical concepts and methods including qualitative analysis, scaling, equating, sampling theory, validity research, large-scale survey methodology and/or large-scale assessment, and classical and modern statistical theory, methods, and applications
- Techniques of evaluating spatially referenced geographic data through the use of geographic information systems
- U.S. Census and other population source data publications
- Methods and techniques for the development of effective graphic representation of research and analysis results
- Computer processing practices as they relate to the development of various demographic projections

The individual will also have well developed skills and abilities necessary to:

- Determine the scope and parameters of research criteria and perform research and statistical studies involving the assessment of demographic patterns, including the composition and magnitude of population and future population trends
- Manage, research and evaluate school demographic data and assess

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- Review existing statistical protocols and methodologies related to sampling, measurement, analysis, modeling, imputation, and computing
- Collect, classify, interpret, and explain statistical data to policymakers
- Prepare summary reports of analyses results that include charts, graphs, and statistical tables that characterize the conclusions of studies
- Formulate recommendations for policy decisions
- Make effective presentations to the Board of Education, District committees and administrators, and community groups
- Utilize statistical programming software such as STATA or SAS
- Train and supervise lower level employees and evaluate their work performance
- Act independently and with initiative, flexibility, and tact

Employment Selection Process

We anticipate receiving a number of well qualified applicants for this recruitment; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request, we will be adhering to a pre-planned employment assessment schedule.

Application Process

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Please visit www.lausdjobs.org and click on "Help Desk Service Request Form" located to the left of the Quick Links.

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org> .

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications. Please submit your application as soon as possible. For questions or concerns regarding this recruitment, please contact Jason Kim at jason.p.kim@lausd.net.

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