



NCDB Position Announcement

PROJECT SPECIALIST – DATA AND EVALUATION MANAGER

The National Center on Deaf-Blindness (NCDB) is seeking a Data and Evaluation Manager. The candidate must possess experience in managing, collecting, validating, analyzing, and reporting data as well as possess basic knowledge in principles and processes of evaluation in general and in program evaluation specifically.

NCDB is a technical assistance and dissemination center funded by the U.S. Department of Education, Office of Special Education Programs. NCDB works to improve educational outcomes for children and youth with combined vision and hearing loss ages 0-21 through the provision of technical assistance including the creation and dissemination of a range of products and resources. NCDB is part of a network of projects that includes state deaf-blind projects in every state and territory. Our primary mission is to support state deaf-blind projects as they assist families, educators, agencies, and organizations to acquire the knowledge and skills needed to support children with deaf-blindness in their education, community, and families.

One of NCDB's responsibilities is the collection and management of a National Deaf-Blind Child Count, an annual count of children who are deafblind in the 56 States and Territories. The Data and Evaluation Manager will oversee these efforts as well as support the Project Co-Director with formative and summative evaluation activities.

NCDB is based at Helen Keller National Center in Sands Point NY, but project staff are located in a number of different states and work through four partner organizations. The individual for this position will telecommute from home.

Responsibilities

Data Management

- Apply the fundamentals of collecting, validating, and reporting of data
- Integrate data from multiple sources using various database products and spreadsheets
- Use basic methods to review and analyze data, including data disaggregation, assessment of longitudinal information, identification of outliers, and comparison of data to other related groups
- Conduct basic data audits to identify data quality concerns
- Use technical writing skills to document data collection procedures in a clear and consistent manner
- Identifies key problems or challenges that fall under scope of the data manager's duties and responsibilities (e.g., outliers, causes of errors, data quality concerns, delayed or late data submissions) and creates strategies and tools to make improvements.

Technical Assistance

- Serves as a resource and content expert for questions related to the National Deafblind Child Count data and reports

- Provide consultation and training designed to increase capacity and knowledge of state deaf-blind project staff, and other internal and external stakeholders on data collection, maintenance, and quality.
- Promote use of high-quality data in communications, trainings, and technical assistance provided by NCDB

Evaluation

- Use qualitative and quantitative methods to conduct evaluation activities
- Support the preparation and use of evaluation tools, analyses, and reports

Education, Experience, and Skills

Required

- Minimum of a bachelor's degree in data management, data analytics, data science, or a social science (psychology, sociology, political science, etc.) with a focus on quantitative methods
- Minimum five years of experience in a position with responsibilities for data management (collecting, validating, reporting)
- Professional experience in implementing evaluation plans
- Knowledge of research and evaluation methods
- Strong analytical and quantitative skills
- Proficiency in Excel and experience with statistical software such as SPSS
- Demonstrated experience working in and fostering a diverse environment or commitment to doing so both as a staff member and in interactions with external individuals and organizations

Preferred

- Earned master's degree in a field listed above
- Experience in the delivery of consultation and training preferred
- Experience in a disability related field such as special education
- Working knowledge of braille
- Working Knowledge of American Sign Language

The earliest start date for this position is November 1, 2022.

Please submit your resume and cover letter with salary requirements to:

FAX: (516) 767-2302

E-mail: hkncrecruitment@hknc.org

Mail to: Helen Keller National Center

141 Middle Neck Road

Sands Point, New York 11050

Attn: Human Resources Department

Job Code – NCDB8