

ATTACHMENT A

SCOPE OF WORK

Statewide Longitudinal Education Data Warehouse (SLED) DATA QUALITY SPECIALIST

SECTION 1: SCOPE

The Office of Contracting and Procurement, on behalf of the Office of the State Superintendent, seeks a contractor who will serve as Data Quality Specialist (DQS) for the implementation of the Statewide Longitudinal Education Data system. The DQS will support the Data Quality Lead by performing data entry, monitoring data processes for the implementation of data fields, performing support services to all District local education agencies (LEAs) as a subject matter expert, running data queries on SLED data, performing basic data analysis, and other administrative tasks required by the SLED implementation. The DQS will be located in the Office of the State Superintendent of Education (OSSE) and reports to the SLED Director.

SECTION 2: BACKGROUND

The Office of the State Superintendent of Education (OSSE), in partnership with the Office of the Chief Technology Officer (OCTO) and key public education stakeholders, is developing a Statewide Longitudinal Education Data system (SLED). The SLED will be a longitudinal data repository of both current and historical public education data on students, schools, and programs in the District of Columbia and will be used for integrated data management, analysis, planning, research, and reporting purposes. SLED data will be populated from disparate educational information systems into a comprehensive relational data warehouse. This will enable OSSE to standardize student academic information currently stored in local education agencies (LEAs) and track student information statewide over multiple years and in multiple education institutions.

Once built, the SLED will enable the sharing of critical information from systems that track student learning, school and classroom performance from early childhood and Pre-K - 16, to post-secondary and adult education. The SLED will ultimately link to other youth and adult serving systems to provide a comprehensive picture of the learners within the District of Columbia. The SLED is being designed to provide user-friendly online reports, in both standardized and customizable query-based formats to facilitate both state and federal reporting requirements and stakeholder empowerment to make informed decisions. Stakeholders will be able to use this information to assist in meeting educational needs through better planning, trend analysis, performance projections, implementation, and program evaluation, including, but not limited to identifying schools and classrooms that are closing the achievement gap, analyzing the value of various education programs, determining which schools work best for particular types of students and identifying teacher and other educational best practices that are improving student achievement.

The Office of the State Superintendent of Education has received federal funding Award # R372A070021 to support this request.

SECTION 3: REQUIREMENTS

The Data Quality Specialist will perform data quality tasks to support the initial implementation of the SLED. Those tasks include, but are not limited to:

- Monitor data processes that are implemented for the unique student identifier (USI) and overall SLED solution;
- Review data submitted to the SLED to ensure data quality, integrity, and reliability across as SLED data systems;
- Serve as a subject matter expert to support LEA users of the SLED;
- Run data queries and analyses to validate data;
- Manage data quality processes to ensure the timely delivery of required reports to State and Federal agencies; and
- Perform administrative tasks to support the SLED Director and Management Team during the SLED project implementation.

SECTION 4: DELIVERABLES

The CLM will be responsible for providing administrative support and data quality management as outlined in section C.3 Requirements.

SECTION 5: QUALIFICATIONS

The DQS must meet the following minimum qualifications:

- Candidate must have a Bachelor's Degree from an accredited university in Communications, Information Technology/Systems, Public Policy or Education related areas of study, or a minimum of 4 years work experience in a public education setting (classroom or administration), or in education research or policy.
- High level of proficiency with Microsoft Word, Excel, PowerPoint and Outlook; SAS or similar software experience is preferred.
- Experience creating documents and publications with desktop publishing software.
- Experience or working knowledge of data management and analysis concepts.
- Experience in an education environment is preferred.