



Position: Statewide Longitudinal Data Systems Project Coordinator

Description

The Statewide Longitudinal Data Systems (SLDS) Project Coordinator will be housed within the South Carolina Early Childhood Advisory Council (ECAC) at the South Carolina Office of First Steps to School Readiness (First Steps). This role will lead strategic planning, stakeholder engagement, and data governance efforts for the SLDS' South Carolina Early Learning Extension project through the ECAC. To accomplish this, some travel may be necessary. This temporary grant position will end on February 28, 2024, unless the project period is extended, and will report to the Strategic Impact Manager at First Steps. The Project Coordinator's physical office will be in downtown Columbia, SC.

Team: Strategic Impact

The Strategic Impact team realizes the research agenda of First Steps and leads all data collection, research, and evaluation efforts for the agency. Additionally, the team works collaboratively to contribute to agency and system-wide goal setting, strategic planning, capacity building, and story telling through data.

Duties

- Oversee data governance, including data sharing protocols/agreements, for early childhood data to achieve alignment and integration into the SC Department of Education's K-12 data system (50%)
- Map early childhood data elements to the Common Education Data Standards, in collaboration with staff at the SC Department of Education (10%)
- Coordinate development of data portals established through the SC Early Learning Extension and evaluation of user experience through market research efforts (10%)
- Coordinate collaboration between early childhood stakeholders and technical staff at the Department of Social Services, Head Start, Office of Revenue and Fiscal Affairs, the SC Department of Education, and other agencies/organizations as needed (10%)
- Plan for sustainability of data governance structure, as well as maintain proper documentation throughout project (10%)
- Seek consultation from other states and utilize existing resources (5%)
- Other duties as assigned (5%)

Qualifications

- Minimum of a high school diploma
- At least five years of relevant professional experience
- Experience managing projects at different stages of completeness, simultaneously
- Strong, demonstrable track record as a convener who thrives on managing a variety of stakeholders
- Strong, demonstrable organizational and documentation skills
- Self-starter, able to work independently
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of First Steps and the ECAC
- Possess a valid driver's license, as some travel may be necessary

To apply, submit your cover letter and resume to Avian Jones at ajones@scfirststeps.org