

LACEY TOWNSHIP SCHOOL DISTRICT

CO-CURRICULAR

JOB TITLE: Data Coach

REPORTS TO: Supervisor/Principal

JOB GOAL: The Data Coach will be responsible for analyzing data and working with the school administration and faculty in understanding assessment data in order to generate effective responses to student and school needs. Essential components to the position are the possession of substantive organizational skills and the ability to provide training to school staff in using assessments to enhance and engage student learning.

QUALIFICATIONS:

1. Must hold a valid NJ Teacher's Certification.
2. Ability to work in a team relationship with other school-based professionals
3. Successful experience providing training to personnel
4. Excellent organizational skills
5. Excellent communication skills, verbal and written.
6. Ability to organize, interpret and present statistical data to users in a manner appropriate to users' skill set and needs
7. Ability to create informative visualizations of data to support planning efforts
8. Knowledge of basic software applications: Microsoft Office, Google Drive

RESPONSIBILITIES:

1. Encourage, coach, and monitor data driven instruction
2. Meet and plan with teachers to promote data driven instruction
3. Work with supervisors and school improvement teams to assist in accomplishing goals, objectives, and activities
4. Attend applicable professional conferences and workshops
5. Monitor student achievement through analysis of standardized and local assessment data
6. Interpret test results and providing written interpretation and analysis for school and individual teacher use
7. Analyze data to assist in the development of school improvement plans
8. Generate graphic visualizations of data in efforts to assist school leaders in making information meaningful and actionable
9. Plan and conduct staff development activities that focus on the use of data assessment to enhance learning and collaborative instructional planning
10. Train staff in the use of resources to support the implementation of assessments across subject areas within the grade-levels, curricular benchmarks and other common assessments, scoring rubrics

Data Coach (continued)

TERMS OF EMPLOYMENT: Duties will extend beyond the school day for afterschool and evening events.

Title II Funded 2017 - 2018

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Revised:

Date Approved: September 18, 2017

LEGAL REFERENCES: