

Washington County School District Job Description

Job Title: Head Academic Data Coach (222A)
Department: Assigned School Location
Reports To: Principal
FLSA Status: Non Exempt
Salary Schedule: Extra Duty Assignment
Prepared By: Director of Assessment and Research
Prepared Date: ~~9/22/05~~ Revised 5/5/14
Approved By: Director of Human Resources
Approved Date: 5/5/14

SUMMARY

Performs analyst duties in public school setting by performing the duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other duties may be assigned.

Utilizes testing databases and makes reports available to PLC teams.

Utilizes formative testing tools and trains other school personnel in its use.

Understands the basic design of the assessments.

Develops systems with PLC teams to track student progress on an individual, classroom, and school level.

Disaggregates assessment results for PLC teams.

Organizes data to develop student, classroom, and school profiles.

Translates assessment data in order to guide instructional practices.

Works with the school testing coordinator in the distribution of assessment results.

Trains teachers in the interpretation of assessment reports.

Provides training to teachers to assist with the development of quality formative assessments.

Attends training classes and other district meetings as assigned.

Facilitates the administration of benchmark assessments in the areas of math, reading, writing, science and other curriculum areas.

Collects and organizes data relative to the school accreditation process

Submits a progress/activity report to the Principal as a contingency for payment.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities over the Assistant School Information Analyst.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate basic word processing and spreadsheet software and can navigate the internet. Possesses excellent organizational skills. Ability to sustain involvement with long-term projects and assignments. Remain flexible when demands and/or assignments change. Sustain a high level of enthusiasm for the assignment. Must possess a basic understanding of the operations of a school. Must reflect a high degree of professionalism and maintain high expectations of self and students.

EDUCATION and/or EXPERIENCE

Bachelors Degree; or one to two years directly related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with others both orally and written. Ability to work effectively with teachers and administrators.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Can interpret information when presented in tables, figures, and graphs. Possess basic knowledge of descriptive statistical measures.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.