

# West Carroll Board of Education

## Job Description

Descriptor Term:

**Data Instructional Coach**

Board Policy Reference

5.013

### QUALIFICATIONS

1. State of Tennessee Teacher License with endorsement to teach grade or content area to which assigned.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
3. Experience interpreting, making meaning, and setting priorities based on TCAP, EOC, TVAAS assessments and other data for educational improvement.
4. Strong organizational skills, effective communication skills, high degree of professionalism, poise and confidence.
5. Proficient in use of universal screening tool and other test data reporting tools.

### REPORTS TO

Principals and supervisors of instruction

### JOB GOALS

To provide support to staff members for understanding, interpreting, and disaggregating all data relative to students, staff, school, and district in order to increase student achievement data.

### DUTIES

Data Management:

- Help create and monitor Data Notebooks for benchmarks, progress monitoring, and interventions.
- Create forms/documents for Data Notebooks.
- Help teachers enter formative assessment results in Data Notebooks.
- Design reports to increase teacher understanding of specific data results.
- Coordinate gathering of data using RTI<sup>2</sup> referrals for special education.
- Coordinate with teachers to disaggregate data in a way that informs instruction.
- Use different types of data in making timely and appropriate suggestions about curriculum, assessments, and instruction.
- Participate in professional development activities that increase knowledge of new developments in the area of data analysis and assessments.

Assessment:

- Assist with implementation of all testing programs.
- Schedule scoring of formative assessment in cooperation with principals or their representatives.
- Review text for relevant test items for benchmark assessments.
- Format tests to meet Tennessee State Standards.

Support:

- Facilitate in the development and prioritization of intervention goals based on information identified through data disaggregation.
- Participate in grade level Support Team Meetings providing job-embedded and ongoing professional development in data management for teachers, staff, and administration in the effective use of data.
- Support teachers in identifying student weaknesses and ensuring that weaknesses are being addressed.
- Support school staff's need for data information in developing school improvement plans.
- Assist in using practice TNReady tests and other on-line resources.

Consulting:

- Consult with school psychologists and special education teachers for referrals.
- Consult with grade level teams to develop benchmark formative assessments.

Other duties as directed by administrators.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as books, textbooks, instructional supplies, and equipment.

## **WORK CONDITIONS**

Normal working environment.

## **TERMS OF EMPLOYMENT**

Ten, eleven, or twelve month year. Salary and work year to be established by board of Education with recommendation from Director of Schools.

## **SELECTION BY**

The Director of Schools with acknowledgement by the board of education.

## **EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation of Professional Personnel (5.109)*.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.