

## **Title I Data Coach Job Description**

**Position:** Data Coach for Title I Schools

**Supervisor:** Director of Federal Programs

**Salary:** As per Cabell County pay schedule

**Length of Employment:** 210 days

**Location:** Central Office / Title I Schools

**Purpose:** The purpose of this position is to build capacity at the school/area level by training a group of data experts to serve as catalysts in understanding and using data.

**Qualifications/Certifications Required:** The successful candidate will demonstrate background knowledge of data, assessment, and accountability.

1. Elementary Data Coaches are required to have elementary certification.
2. Middle School Data Coaches are required to have middle school certification.
3. Data Coaches at both levels should have experience in implementing Professional Learning Communities (PLCs).
4. Data Coaches must have excellent communication skills and repertoire with colleagues.
5. Data Coaches must have at least three (3) years successful classroom experience.

### **Job Description:**

Data Coaches help Title I schools with the following:

- Assisting others in accessing data from a variety of sources,
- Understanding and communicating the purpose of various assessment instruments,
- Interpreting national, state, district, and classroom assessment results,
- Reading/interpreting/presenting accountability results,
- Aggregating/disaggregating data longitudinally,
- Assisting with the goals and objectives of the school's Strategic Plan,
- Training teachers/administrators in data analysis/interpretation,
- Helping teachers share data with parents,
- Coaching teachers in data use, and collaborating with colleagues and administrators to use data to improve instruction/achievement of all students,
- Coaching teams of teachers to analyze formative assessment data to improve instructional strategies and reflect on the re-teaching of skills found to be deficient.

## **Data Coach for Title I Schools, Continued**

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintain student confidentiality, adhering to FERPA guidelines.
2. Plan, prepare, and deliver instructional activities that facilitate active learning experiences.
3. Implement a program in accordance with federal, state, and county laws, policies, and regulations.
4. Establish and communicate clear objectives for all learning activities for students and adults.
5. Collect baseline test data for school in all grade levels.
6. Assist school with analyzing summative school data and plan for improvement using strengths and weaknesses identified.
7. Assist teachers and administrators with using formative assessment.
8. Identify students that have been retained one or more times.
9. Collect action steps from the School's Strategic Plan from each grade level and insure the instruction of the school is in alignment with the Strategic Plan.
10. Encourage, coach, and monitor data driven instruction.
11. Report data and progress of students to the principal and the Director of Federal Programs weekly.
12. Visit every classroom weekly to observe and monitor data driven instruction.
13. Complete forms and checklists to submit to Director of Federal Programs.
14. Identify feasible best practices to increase data driven instruction for teachers.
15. Identify and utilize a variety of instructional resources and methods to support the learning needs of students at varying levels of progress.
16. Instruct and monitor students in the use of learning materials and equipment.
17. Provide for the care and protection of school property.
18. Utilize relevant technology to support instruction.
19. Meet and plan with teacher teams weekly to promote data driven instruction.
20. Attend all professional development activities on data driven instruction and decision making.
21. Work with district supervisors and school improvement teams to assist in accomplishing goals, objectives, and activities indicated on the school's Strategic Plan.
22. Develop an acceptable personal Professional Growth Plan.
23. Attend applicable professional development conferences and workshops.
24. Update records accurately and completely as required by laws and district policies.
25. Attend monthly meetings with the Director of Federal Programs.
26. Performs all other duties and services assigned by the Director of Federal Programs.