



Gull Lake Community Schools Richland, Michigan

JOB POSTING

Data Coach – Kellogg Elementary

Internal Posting Only

December 7, 2018

Job Summary:

Under the direction of the Director of Curriculum & Instructional Technology and the building principal, the teacher would perform duties to support student academic achievement and growth through the use of data.

Qualifications:

Required:

- A. Must hold an appropriate Michigan Teacher Certificate and be considered High Qualified in an elementary or secondary area
- B. Able to assess and document student progress using both formative and summative assessments
- C. Professional in personal conduct and actions
- D. Excellent communication skills
- E. Ability to operate basic computer skills and Google applications
- F. Possesses excellent organizational skills
- G. Must reflect a high degree of professionalism and maintain high expectations including all FERPA laws

Desired Characteristics:

- A. Experience using technology and/or data systems including NWEA, Illuminate and Google Documents
- B. Experience in working within a Professional Learning Community (PLC)

Duties:

- A. Make reports available to PLC teams in your building, as needed.
- B. Trains school personnel in the use of the 4-step data process
- C. Develops systems with PLC teams to track student progress on an individual, classroom, and school level.
- D. Assist in disaggregating assessment results for PLC teams and building school improvement
- E. Translates assessment data in order to guide instructional practices.
- F. Attends training classes and other district meetings as assigned.
- G. Helps make data user-friendly for administrators and teachers.

STATEMENT OF NON-DISCRIMINATION

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CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: December 13, 2018

Employment Dates: January 2019

Apply To: To be considered as a candidate, you must submit by the deadline a letter of interest stating rationale for applying and qualifications for the position to:

Tonya Kammeraad, Human Resources
10100 East D Avenue, Richland, Michigan 49083
269/548-3415, FAX 269/548-3401