

 <p>MORGAN HILL UNIFIED SCHOOL DISTRICT</p>	<p>Coordinator of Data, Research, Innovation, and Special Projects</p>	<p>Certificated Management Position</p>
		<p>Initial Date: September 18, 2017 Board Approval: September 19, 2017 Revision Date: July 23, 2021</p>
		<p>Reports to: Superintendent or designee</p>

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Superintendent or designee, provides direction for the planning, implementation, and management of assigned projects to support improving student achievement; researches and synthesizes on assigned projects; performs high-level data analysis and reporting by accessing, interfacing, and analyzing various local, statewide, federal, and other data; collaborates with stakeholders to translate complex data sets into user-friendly and actionable data reports and tools.

REPRESENTATIVE DUTIES:

- When assigned a special project, acts as project manager for large-scale cross-team initiatives, including designing, planning, and implementing, as well as identifying and managing stakeholder input
- Develop and implement data-driven cycles of continuous improvement related to student engagement, equity, and achievement
- Research emerging and innovative practices and programs that personalize learning for all students that improve engagement, equity, and achievement.
- Support the shared vision that all stakeholders leverage the use of digital-age resources to meet and exceed student learning goals through effective and innovative instructional practices, tools, and applications
- As an important team member, assist in the development and implementation strategies to align curriculum, assessment, accountability, and professional development
- Utilize and implement software, programs, and online applications in order to access, integrate, and analyze data from multiple sources
- Create and provide data sets from local, state, and federal sources for the purpose of identifying systemic needs and to inform strategic planning
- Create and present user-friendly data visualizations to principals, teachers, parents, and community groups for the purpose of identifying specific needs and to track and monitor progress
- Support stakeholders in accessing and understanding the implications of student data; provide feedback and growth goals to principals related to student data
- As requested, attend various meetings to keep abreast of changes and to prepare and conduct related professional development for site leaders
- Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation and

- be able to follow both oral and written instructions independently
- Ability to perform calculations and statistical computations with speed and accuracy
- Ability to establish and maintain effective working relationships
- Ability to present user-friendly ideas and solutions
- Ability to manage multiple projects
- Ability to research and synthesize
- Skill in analyzing barriers to the effective use of digital programs and applying appropriate solutions.
- Knowledge and ability to apply state and federal laws governing student data privacy

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Primarily indoor office environment; subject to frequent interruptions

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information in person or on the telephone
- Moderate to high stress level

EDUCATION AND EXPERIENCE:

- California Administrative Services Credential
- Master's degree preferred
- Five + years of highly successful site-based experience with increasing responsibility and demonstrated leadership
- Strong oral and written communication and interpersonal skills required

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License
- May require pre-employment physical examination

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.