

Title: Supervisor of Data Analysis and Management

Performance Responsibilities:

Design and Evaluation-Supervises the design and evaluation of data pertaining to instructional programs.

- Initiates planning and evaluation procedures designed to upgrade all aspects of data analysis, management and reporting.
- Directs the development of comprehensive goals and objectives designed to guide the use of data to improve student achievement.
- Develops personal goals and objectives to insure effective leadership in data-driven management procedures.
- Assists staff in investigating, evaluating, and implementing data-driven changes.
- Reviews the design and evaluation of system wide testing of instructional effectiveness in elementary and secondary instruction.
- Reviews evaluation results in order to improve instructional practices in all areas and makes appropriate recommendations.
- Makes annual projections of program needs.
- Assists in the development of instructional objectives which help teachers meet the goals of the School System.
- Translates data into meaningful practice.

Leadership-Provides leadership in the use and management of data.

- Provides leadership in planning, managing and evaluating staff development and in-service programs as they relate to data interpretation.
- Assists in analyzing, disseminating and interpreting data to guide instructional effectiveness.
- Assists teachers in locating and selecting appropriate classroom teaching materials and in implementing effective practices.
- Observes and evaluates classroom instructional practices.
- Advises on all matters related to instructional data analysis.
- Collaborates with the Testing Department and the Information Technology Department to correlate individual student data to instructional programs.
- Identifies data trends that support or inhibit student achievement.

Management-Initiates activities necessary to maintain an effective instructional program.

- Supervises the maintenance of records, files and documents related to areas of responsibility.
- Provides budget information related to data management needs.
- Maintains up-to-date Data Reports that identify achievement of system goals.
- Assesses academic offerings in order to insure instructional effectiveness.
- Maintains a data review process to assist schools in developing School Improvement Plans.
- Assists schools in the accountability process.

Student Services-Reviews procedures and processes which promote the success of students.

- Works to insure that instructional practices are designed to meet the present and future needs of students.
- Correlates data to classroom procedures to maximize student success.
- Works with teachers to help them overcome problems related to student success.
- Reviews long-range data on the academic success of students who leave the school in order to make improvements in instruction.

School/Community Relations-Initiates procedures which insure effective school/community relations.

- Works to achieve maximum understanding and support of public education.
- Communicates instructional goals, objectives, policies, procedures, and problems to staff, parents, community, and media.
- Cooperates with principals, supervisors and directors to provide a total educational program.
- Provides an open-door policy which allows for suggestions and disagreements.
- Designs and conducts effective meetings which project the professionalism of self and other educators.
- Works with parents, students, principals and other personnel in order to solve problems.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Performs any other duties as assigned by the Assistant Superintendent of Curriculum and Instruction.

Minimum Qualifications: United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 12 months

Reports to: Assistant Superintendent of Curriculum and Instruction

Supervises: Instructional personnel

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.