CLARKSDALE MUNICIPAL SCHOOL DISTRICT
DATA COACH
JOB DESCRIPTION

QUALIFICATIONS:

1. Minimum of a Bachelor's degree from an accredited institution.
2. Proficiency in Excel, Access, Adobe Professional and Word software applications.
3. Experience in a K-12 setting.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to analyze problems, gather and organize data and facilitate solutions.
2. Effective use of numerical and computational applications.
3. Demonstrate initiative in fulfilling performance responsibilities.
4. Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of audiences.
5. Demonstrate knowledge of current laws, regulations, and policies in assigned area of responsibility.
6. Possess advanced computer skills
7. Ability to organize, prioritize and manage time and task responsibilities.

REPORTS TO:

Principal

JOB GOAL:

To assist the Principal and administrative team with maintenance of accurate data of test scores and other indicators, and the long range planning strategies for current and future schools.

PERFORMANCE RESPONSIBILITIES:

1. Facilitate data meetings
2. Conduct spot surveys
3. Project Priority List
4. Maintain a working knowledge of School Requirements
5. Review and verify the accuracy of District reports
6. Prepare required reports and maintain accurate records in assigned area of responsibility.