

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

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**JOB TITLE:** SIG DATA ANALYST/COACH

**REPORTS TO:** Building Principal and NCLB Director

**SUPERVISES:** N/A

## NATURE AND SCOPE OF JOB:

The primary role for the SIG Data Analyst/Coach is to mentor and support teaching and learning through data analysis, modeling, coaching, and professional development to promote and improve student achievement through quality instruction. The SIG Data Analyst/Coach is a certified, highly qualified teacher who shows leadership skills and has an expertise in data analysis in order to improve instructional strategies, classroom management skills, and child development for the successful growth of all teachers and students. The SIG Data Analyst/Coach will produce timely data that both teachers and administrators can use to diagnose and improve student learning progress, as well as design school-wide and/or personalized instructional strategies that improve student learning and growth.

## QUALIFICATIONS:

The SIG Data Analyst/Coach shall:

1. Hold a valid New Jersey instructional certificate with elementary education endorsement in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
3. Hold a valid driver's license with no serious violations.
4. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with all school stakeholders such as staff, administration, students, and parents.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentation, and telecommunications.

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7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Exhibit high caliber in presentation of work, both in physical presentation and soundness of facts and concepts.
12. Sustains learning through modeling and coaching.
13. Have excellent integrity and demonstrate good moral character.
14. Identify resources within the community to enhance school efforts for student achievement.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. College transcripts.
5. Employment interview.

## EMPLOYMENT TERMS:

The SIG Data Analyst/Coach shall be employed under the following terms:

1. Work a year of 10 months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

## JOB FUNCTIONS AND RESPONSIBILITIES:

The SIG Data Analyst/Coach shall:

1. Collaborate with staff to collect and analyze data for professional development needs in the school and district level.
2. Display high ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies.
3. Coordinate, monitor and deliver SIG mandated professional development as well as staff development identified by the school staff.
4. Develop a working understanding of the Common Core Content Standards, District Curriculum Frameworks (scope and sequence, pace and performance benchmarks) available instructional technology, and the adopted textbook series to ensure effective utilization of learning activities and materials.
5. Demonstrate and participate in continuous learning and professional growth.
6. Assist instructional staff in developing appropriate activities based on data analysis.
7. Participate in horizontal and vertical grade level and content meetings to assist teachers in analyzing data and utilizing the data to drive instructional strategies consistent with the District and school's instructional goals.
8. Assist teachers working with struggling students in assessing student proficiency using approved standardized assessment instruments, unit test and performance based tasks.
9. Identify specific areas of ability, deficiency, interest and/or talent to guide the development of an appropriate program of studies for students.

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10. Assist and support in prescribing an appropriate individualized instructional plan to address identified needs.
11. Cooperate with program directors, the building principal, and other school staff to assess program effectiveness, evaluate student proficiency and establish appropriate grade level improvement plans.
12. Participate in planning and implementing intervention instruction to ensure that all students meet and exceed the Common Core Standards.
13. Assist teaching staff in assessing and diagnosing the learning, social, emotional needs and styles of students, using a variety of assessment techniques and data. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
14. Assist teachers in the process of administering and interpreting assessment data to improve student achievement in a timely manner.
15. Complete in a timely fashion all records and report as required by law and regulation or requested by the program director. Maintain accurate progress monitoring records.
16. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
17. Have additional training in data collection, data analysis, and data reporting.
18. Have significant knowledge of data collection databases such as Excel, and Performance Matters.
19. Be able to effectively use technology including, but not limited to technology for scanning, test scoring, surveying, graphing, the presentation of data, database programs, and statistical packages.
20. Know the formal Paterson Public Schools and New Jersey State-Wide Assessment policies, protocols and procedures.
21. Be able to align the NCLB/Title 1 Federal requirements, New Jersey State Core Curriculum Standards, and Paterson District Curriculum Standards with New Jersey State-Wide Assessment and Paterson Public Schools Benchmark assessments.

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22. Assists teachers in the planning and presentation of appropriate and effective curriculum and data driven instruction.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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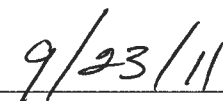
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### EVALUATION

The Building Principal and NCLB Director shall evaluate the SIG Data Analyst/Coach in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date