

## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### DATA COACH

#### DEFINITION

Under supervision of the school principal, the Data Coach coordinates, plans, summarizes, manages and maintains assessment data. Working collaboratively with classroom teachers, site administration and the leadership team, the Data Coach promotes student achievement by identifying school-wide instructional strategies, providing model lessons to classroom teachers, observing lessons, giving constructive feedback and assisting teachers in collecting student achievement data and using the data to modify instruction. By using student achievement data, the Data Coach will identify staff development needs, plan, present and evaluate on-site staff development activities.

#### ESSENTIAL JOB FUNCTIONS:

- Provide model lessons for classroom teachers using scientifically, research based instructional strategies;
- Prepare data presentations for the principal and staff, including flow charts, diagrams and other graphics;
- Assist classroom teachers in collecting, analyzing and using student achievement data to guide instruction;
- Maintain the site's longitudinal assessment database, which includes student achievement, demographics, and student mobility;
- Identify site staff development needs by using student achievement data;
- Monitor benchmark assessments by student, teacher, grade level, standard and sub group, utilizing collaborative decision making to target students for extended learning. Provide this information to the principal for use in developing and implementing interventions;
- Meet on a regular basis with the administrator, staff, School Advisory Council and/or School Site Council, to report and interpret test results, statistical data, project programs and other appropriate information;
- Plan, schedule and conduct site staff development activities aligned with district and site goals;
- Attend site leadership, grade-level and department meetings;
- Assist grade-level and department teams in developing short and long-term goals;
- Plan, coordinate all logistics, facilitate and submit state and district assessments;
- Plan, facilitate and conduct coaching cycles for teacher teams and individual teachers as needed.

#### QUALIFICATIONS:

Knowledge and understanding of:

- Scientifically, research-based instructional strategies;
- Principles, methods, techniques, strategies and trends in effective staff development programs;
- Human relations strategies, conflict resolution strategies, and team building principles and techniques;
- Program assessment and evaluation techniques, strategies and procedures.

**ABILITY TO**

- Communicate effectively in oral and written form;
- Analyze and assess project needs and make recommendations pertaining to implementation;
- Organize and participate in assessment and program evaluation procedures;
- Provide consultation and technical assistance to staff concerning assigned areas of responsibility;
- Design, develop, implement and conduct site training and staff development activities
- Prepare and deliver oral presentations;
- Establish and maintain cooperative and effective working relationships with others;
- Utilize district identified programs to analyze student data and prepare applicable statistical reports;
- Prepare and maintain various records, reports, and files.

**EDUCATION AND EXPERIENCE**

Minimum of three (3) years of successful teaching experience with valid California Teaching Credential. Master of Arts or higher degree preferred. Completion of or enrollment in program for Administrative Services Credential preferred.

**TERMS OF EMPLOYMENT**

Work year – 184 days. Placement of the Teachers’ Salary Schedule commensurate with experience and training.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of Board’s policy and the Agreement for Evaluation of Teaching Personnel.

**LICENSE REQUIREMENT**

Possession of a valid California Motor Vehicle Operator’s License.

**CONDITIONS OF EMPLOYMENT**

Insurability under the district’s liability insurance carrier.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

**BOARD APPROVED: May 19, 2011**