

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Data Coach

QUALIFICATIONS:

1. Hold a valid New Jersey Teaching certificate.
2. Have a minimum of 3 years of successful teaching experience.
3. Possess organizational, communications (oral and written) and human relations skills
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people

REPORTS TO: This position reports to the Superintendent of Schools or the designee.

JOB GOAL: The Data Coach will assist personnel at the school site(s) to analyze and use data to drive effective instruction.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Collects baseline assessment data for schools.
2. Assists instructional staff and school administrators with analyzing summative school data to identify school strengths and weaknesses for a collaborative plan of school improvement.
3. Provides strategies to instructional staff and school administrators in using formative assessment data to inform instruction.
4. Identifies students performing below grade level and area of deficiency.
5. Collects I&RS plans from each school.
6. Encourages, coaches, and monitors data-driven instruction.
7. Creates Universal Screening data reports and provides analyses with factual observations and inferences to school administrators and grade-level Professional Learning Communities (PLCs).
8. Visits classrooms to observe and monitor data-driven instruction.
9. Completes data monitoring forms, checklists, and other documents for school administrators and the Superintendent.
10. Identifies feasible best practices to increase data-driven instruction for teachers.
11. Meets and plans with instructional staff to promote data-driven instruction.
12. Attends, participates, and facilitates professional development activities related to data-driven instruction.
13. Works collaboratively with district administrators, school administrators, school improvement teams, and other data coaches in accomplishing goals, objectives, and activities.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools.

TERMS OF

EMPLOYMENT: This position has a maximum of 100 hours per academic year and is paid hourly as extra compensation in accordance with the collective negotiated agreement (if applicable).

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

BOE APPROVAL:

DRAFT