

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**Data, Culture and Climate Specialist**  
**Position**

**REPORTS TO:** School Administrator

The Data, Culture and Climate Specialist will play a critical in improving student performance by ensuring schools create and maintain a positive learning environment and develop a culture of high expectations. Which will be based on relevant data and best researched based practices. The DCCS will review and assess multiple streams of data to collaborate with school staff to implement strategies and programs designed to improve culture and climate. He/she will develop a system for school staff to regularly monitor school culture and climate, and work to ensure that the school is safe, supports learning and expects staff and students to perform at high levels. In addition, the DCCS will work with school staff to effectively engage families in academically focused activities as well as the work required to build a strong school culture and climate.

**RESPONSIBILITIES:**

- 1) Work collaboratively with staff, administration, and the NJDOE teams to develop a strategic implementation plan for improving the climate and culture in the school
- 2) Coordinate and provide professional development for District and school staff in the use, collection, and analysis of multiple measures of school data.
- 3) Work with school staff in leading the effective implementation and continuous improvement of a school-wide program designed to improve climate and culture
- 4) Work with District & school staff to develop a system for measuring and delivering professional development analysis of multiple measures of school data including but not limited to: culture and climate improvements, attendance data, discipline data, student achievement data and climate survey responses
- 5) In-service administration, staff, and families to increase their skill level in developing academic, social, and emotional supports for students
- 6) Ensure proper adherence to and implementation of the District's Assessment
- 7) Programs by planning, developing, implementing, evaluating, and reporting on the implementation of the assessment and evaluation benchmarks and initiatives
- 8) Provide leadership for the planning, development, implementation, and coordination of District-wide data protocol at the school level.
- 9) Collaboratively select plan, coordinate, oversee, and support implementation of all facets of data collection, data analysis and data evaluation related to the implementation of the District's curriculum, school level academic programs and

professional development

- 10) Provide professional development and technical assistance to District and school staff as needed relative to use of data and assessment systems, data collection, analysis, and project evaluation.
- 11) Prepare monitoring and evaluation reports.
- 12) Ensure data driven decisions are used to provide equitable opportunities for advanced learning
- 13) Work with the building Principals to determine opportunities for parents, staff and colleagues to review data and make informed decisions that impact instructional programs and student achievement.
- 14) Prepares and submits reports as required performs other related duties as assigned by the Principal
- 15) Lead monthly Parent Teacher University (PTA)
- 16) Performs other duties which may be assigned by the director or director's designee

## **HUMAN RELATIONS**

### **1. With Students**

- a) Exhibits good rapport with students
- b) Demonstrates respect for the rights of students
- c) Displays sensitivity to students by listening to them and responding professionally to their needs
- d) Promotes in each student a sense of personal growth and positive self-esteem
- e) Demonstrates patience, empathy, and understanding
- f) Promotes cooperation and teamwork
- g) Creates a supportive environment
- h) Is a positive role model for students in speech, appearance, and behavior
- i) Demonstrates sensitivity to cultural diversity

### **2. With Parents/Guardians**

- a) Actively pursues open communication with parents/guardians, as needed

### **3. With Staff**

- a) a. Collaborates cooperatively with staff and the administration in achieving the district's educational goals
- b) b. Exhibits professional and ethical attitudes and behaviors towards colleagues

## **SCHOOL WIDE EFFECTIVENESS**

1. Implements required school regulations and administrative requests
2. Provides for a safe and clean environment
3. Positively contributes to the development and maintenance of faculty and student morale
4. Promotes and fosters parent/guardian and community confidence in the schools'

programs and efforts

5. Participates in the development and evaluation of curriculum
6. Contributes/lends assistance to committees, staff meetings, and/or individuals promoting school-related activities
7. Arrives at school and classes on time
8. Demonstrates satisfactory attendance as defined by district policy

## **PROFESSIONAL GROWTH**

1. Seeks assistance, when necessary
2. Accepts and uses constructive suggestions
3. Participates in professional improvement opportunities including, but not limited to, taking courses, attending workshops, reading current materials, and participating in professional organizations
4. Shares and implements acquired professional knowledge and skills among the school community
5. Submits and documents appropriate growth goals and objectives through a professional improvement plan (PIP) and/or professional portfolio
6. Actively works toward fulfilling state-mandated professional development requirements

## **QUALIFICATIONS:**

- 1) Bachelor's Degree required; Master's Degree in social work, psychology, counseling or related field preferred
- 2) Valid NJDOE Instructional or Educational Support Personnel Certificate(s)
- 3) Minimum three to five years' experience as a teacher, school counselor, school psychologist, or school social worker
- 4) Knowledge of school turnaround principles
- 5) Ability to analyze data (management) & reporting
- 6) Knowledge of Edusoft, Focus, and other databases
- 7) Experience with data extraction, reporting and analysis tools, including Microsoft Office
- 8) Excellent communication, interpersonal and presentation skills for small and large groups
- 9) Possess an understanding of educational policy and practice
- 10) Experience in consensus building
- 11) Ability to motivate and inspire a diverse set of stakeholders toward a common goal
- 12) Required criminal history background check, drug screening and eligibility to work in the United States.
- 13) All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).
- 14) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 15) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

## **APPLICATION PROCEDURE**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

## **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the

appointment of professional staff

**TERM OF EMPLOYMENT:**

Ten-month work year

**SALARY RANGE:**

As per the negotiated agreement between the EOBOE and the EOEA

***Approved by the East Orange Board of Education: June 24, 2021***

*Created 6/8/2021*