

<b>Instructional Data Specialist</b>	
<b>Reports to: Principal</b>	<b>Work Year: 10 months/202 days</b>
<b>Evaluation:</b>	In accordance with the Board approved Personnel Evaluation Plan
<b>General Overview</b>	
<p>The Instructional Data Specialist in the Central Community School System plays a critical role in ensuring that the school reaches its goal of helping all students achieve academic proficiency with the skills, knowledge, and work ethic needed to thrive in a rigorous curriculum. The Instructional Data Specialist will have responsibilities that span curriculum and lesson plan development, assessment management and coordination, instructional practice implementation, and professional development.</p>	
<b>Performance Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Responsible for facilitating continuous improvement in classroom instruction by providing instructional support to teachers, demonstrating the alignment of instruction with curriculum standards and assessment tools.</li> <li>• Assists teachers in analyzing classroom and state assessment data to advise teacher's practices and drive revisions and re-teaching.</li> <li>• Monitors student progress through data analysis in order to drive instruction for student success.</li> <li>• Provides data/progress reports to administrators on a regular basis.</li> <li>• Facilitates the Professional Learning Community (PLC) process to enhance communication between and among teachers, within and across grade levels.</li> <li>• Assists in the implementation of staff development components of the school-wide plan.</li> <li>• Assists in planning and providing professional development learning opportunities for classroom teachers by conducting formal workshops, group discussions and one-on-one mentoring. Uses established strategies for teaching adult learners and evaluates outcomes through use of written assessment tools. Serves as a resource to teachers on the latest research, instructional practices and lesson ideas.</li> <li>• Provides assistance as needed to teachers and additional mentoring to new teachers.</li> <li>• Participates in district provided training.</li> <li>• Facilitates district level training when appropriate.</li> <li>• Coordinates, as appropriate, curriculum and/or program implementation with classroom teachers, parents, and other staff and outside resources.</li> <li>• Will be required to attend evening meetings periodically and work a flexible schedule.</li> <li>• Communicate and collaborate with educational support personnel from other agencies and organizations.</li> <li>• Correspond with school and district administrative staff on the status and progress on various initiatives, grants and programs.</li> <li>• Assist in the writing, administration and coordination of grants and programs that support professional development, as needed.</li> <li>• Attend professional meetings, conferences and conventions to stay abreast of current educational trends, programs and practices.</li> <li>• Annually develops a professional growth plan and conducts a self-evaluation.</li> <li>• Have a working knowledge of the Compass Evaluation System.</li> <li>• Prepare and maintain required reports and records.</li> <li>• Perform other duties as assigned by the Principal.</li> </ul>	

<b>Minimum Qualifications</b>								
<p>Shall meet state minimum certification requirements for a teacher as specified in the Department of Education Bulletin 746 and as mandated by the Central Community School System at the time of appointment to this position. Primary job qualifications for the Instructional Data Specialist include:</p> <ul style="list-style-type: none"> <li>• Master's degree in education with emphasis appropriate to the assignment. (National Board Certification may substitute for Master's degree)</li> <li>• Five (5) years of classroom teaching experience at a level appropriate to the assignment.</li> </ul>								
<b>Essential Functions</b>								
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources. It should also be noted the order of duties/responsibilities as listed in the job description is not designed nor intended to rank the duties in any order of importance relative to each other.</p>								
<b>Employee Sign-Off</b>								
<p><i>My signature indicates that I have received, reviewed, understand, and agree to this job description; and further acknowledges that I have received a copy for my records.</i></p>								
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