

CLASSIFICATION

INSTRUCTIONAL DATA & INTERVENTION SPECIALIST

SUMMARY

Works with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum. The Instructional Data & Intervention Specialist is committed to improving staff assessment skills as well as data analysis and data collection skills to ensure that students meet state and district academic standards.

MINIMUM REQUIREMENTS

Valid Arizona Teaching Certificate.

Arizona IVP Fingerprint clearance card

Three (3) years teaching experience

Knowledge of classroom assessment models and rubric formation and uses

One (1) year experience providing instructional data analysis.

Understands the antecedents of school reform

Knowledge of research on best practices, specific models to improve student achievement, and whole school reform

Experience working with diverse student populations.

Experience with Word Processing/Database/Spreadsheet programs

Any equivalent combination of experience, training, or education

PREFERRED REQUIREMENTS

Master's Degree in Education or a related field

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Works with staff to identify students who are not making adequate academic progress.

Assists in the design of effective research based interventions.

Assist sites in the development of data collection models and tools to capture benchmark student achievement data.

Collaborates with site personnel for data collection and analysis.

Assists with Federal, State and District report preparation and data collection.

Attend trainings and workshops as required.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephones, computers and copiers.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees and the public.

CONTROL, SUPERVISION

None

M: Comp an Class/JOB35205
New: 5/2003
Update: 10/16, 11/17
Revised 6/04, 9/11, 3/12, 2/2020
Title Chg: 3/12