

POSITION TITLE	
<i>Data and Analysis Coach</i>	
ROLE SUMMARY	
The Data and Analysis Coach builds the capacity of a team of colleagues to collect, analyze, interpret, and use student data so they can more effectively plan and differentiate instruction based on student needs.	
REQUIRED RESPONSIBILITIES	ADDITIONAL RESPONSIBILITIES (OPTIONAL/FLEXIBLE)
<ul style="list-style-type: none"> Analyze assessment results to identify struggling students and gap areas and build teachers' capacity to do the same Create data analysis tools and processes that enable teachers to analyze student data (note: not responsible for creating others' data reports) Lead collaborative data conversations among team members around topics such as, but not limited to, item analysis and the differentiation of instruction Monitor and manage data teams Conduct professional development on the collection, analysis, interpretation and use of student learning data for team members including the use of data to effectively differentiate instruction Coach colleagues on best practices and skills for using data to inform instruction Observe and provide feedback on team members' ability to drive and differentiate instruction using data Facilitate the development and/or vetting of high quality, standards-aligned interim assessments Increase teachers' ability to develop rigorous student learning targets Co-develop team member student learning targets – if applicable Responsible for the growth of teachers he/she supervises with regard to the analysis and use of student data and the achievement of those teachers' students 	<ul style="list-style-type: none"> Develop school-wide data reports on student subgroups The specific expected growth outcomes for the teachers on the team is defined by the school leadership team
	TEAM
	Responsible for building the capacity of up to 8 of his/her colleagues to improve the collection, analysis, and use of data to inform, tailor, and differentiate instruction
EXPECTED OUTCOMES	
<ul style="list-style-type: none"> Clear protocols and processes for tracking and analyzing student data Team members conduct real-time tracking of student learning data Team members are better able to analyze and interpret student data Increased use of data in conversations about students and teachers Increased use of data to make strategic decisions about instruction More data-based differentiation taking place in classrooms Higher quality and standards-aligned interim assessments available to staff High quality and rigorous student learning targets Increased student mastery of content as measured by interim and state assessments Improvement in the use of student data to differentiate instruction Teachers have a deeper understanding of how to effectively use data to inform instruction, resulting in more rigorous student learning targets and improved student outcomes Improved conversations regarding student needs Teachers demonstrate growth in their ability to create and monitor rigorous student learning targets 	

LENGTH OF TERM FOR THE ROLE

One year. Term may be extended pending a review of school needs and success in the role after the first year.

MINIMUM QUALIFICATIONS

Must be at least Efficient according to the latest end of year teacher evaluation rating.

SELECTION CRITERIA

- Experience analyzing data from a variety of summative and formative assessments
- Evidence of successful differentiation based on student learning data
- Ability to help others learn how to track and analyze data
- Demonstrated ability to model best practices for differentiation based on data analysis
- Demonstrated ability to lead and manage other adults
- Demonstrated ability to achieve student growth
- Excellent interpersonal skills
- Well respected among peers
- Knowledgeable about effective methods for adult learning and coaching
- Excellent problem solving and quantitative analysis skills
- Strong written and oral communication skills
- Highly organized
- Makes strategic decisions based on formative and summative data
- Takes initiative to solve problems

SKILLS TO TRAIN FOR OR DEVELOP ON THE JOB

- Consistently applies the evaluation rubric when observing teachers on specific indicators
- Delivers clear, actionable feedback to colleagues based on specific indicators in the evaluation rubric
- Successfully identifies and executes appropriate interventions with team members based on available data

TRAINING

This role will require three days of training over the summer and two days of training during the school year (dates TBD). Possible training topics include:

- Project management and time management
- Using data to drive instruction
- Data analysis tools and strategies
- Goal setting, progress monitoring, ensuring accountability
- Conducting observations and delivering feedback using the teacher performance rubric
- Facilitating difficult conversations
- Coaching techniques