

## **DATA COACH**

### **PRIMARY FUNCTION:**

Under the immediate supervision of the Assistant Superintendent, Learning Support or site administrator (if assigned to a specific site) shall provide coaching, technical assistance, and training to school personnel in the area of data retrieval and analysis for the purpose of accountability, planning and implementation of the English learner and intervention instructional programs.

### Professional Responsibilities

1. Compile and analyze data as required for documentation and program planning; maintain accurate records.
2. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and district meetings, and staff development opportunities.
3. Maintain personal standards of grooming compatible with the contract.
4. Maintain standard of promptness in carrying out assignments.
5. Meet obligations as specified by the Education Code and Board Policy.
6. Participate in District and Learning Support activities such as staff meetings, and Professional Learning Community work.
7. Share responsibility for the effective operation of site and district programs.

### **ESSENTIAL FUNCTIONS:**

#### Areas of responsibility

1. Collect and analyze data to facilitate the development of English learner “Catch-Up Plans” and the redesignation of students from Limited English Proficient (LEP) status to Fluent English Proficient (FEP) status and monitor their academic progress for two years.
2. Plan, coordinate, and present staff development activities in data retrieval and analysis for the purpose of planning instructional programs.
3. Collect, analyze, and present data for PLCs to use for planning, intervention, and strategizing as well as modeling and coaching PLCs in using that data.
4. Assist in the development, design and implementation of effective data input methods and formats.
5. Assist in the development and implementation of placement and exit criteria for site intervention programs.
6. Assist in the design, implementation and evaluation of the District and/or site English learner program.
7. Communicate with parents or guardians through a variety of means regarding the English learner and/or at-risk status and program for their children, including ways in which parents can help their children.
8. Communicate effectively with parents through various committees and task forces, including School Site Council, English Learner Advisory Committee, and District English Learner Advisory Committee.
9. Work with District and site personnel in the coordination and training of the CELDT assessment program.

**QUALIFICATION STANDARDS:**

Ability- Above average recommendations from supervisors or other professionals who have observed the teacher's personal characteristics, scholastic attainment and classroom performance.

**EXPERIENCE:**

Three years of teaching experience.  
Three years of successful teaching of English learner students preferred.  
Experience in providing staff development preferred.  
Experience in data retrieval and analysis preferred.

**EDUCATION/CREDENTIALS:**

California teaching credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Research and current trends in English learner instruction.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use of discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment.
- Driving between sites (if assigned to Ed Center)

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking clearly to exchange information and make presentations.
- Lifting books, materials and equipment to execute presentations or lessons.
- Seeing to read, prepare and review a variety of activities and to monitor staff/student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around work sites.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.