

The Certified Coordinator is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Certified Coordinator will work closely with the Departmental Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Certified Coordinator shall serve as the program area lead and serve as a key resource person for the implementation of programs assigned to their specific area. The Certified Coordinator reports to the Director of the Department and works collaboratively with other Certified Coordinators in the areas of Curriculum & Assessment, Instruction, Special Education, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

Chain of Command

The Certified Coordinator Data Coach Reports to the Director of School Effectiveness

Competencies of the Certified Coordinator Data Coach

The Certified Coordinator Data Coach shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as best practices in the area of data, assessment and accountability measures. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Certified Coordinator Data Coach

- Facilitate collaborative data conversations among team members around topics such as item analysis and the differentiation of instruction.
- Conduct professional development on the collection, analysis, interpretation and use of student learning data for team members, including the use of data to effectively plan for differentiated instruction.
- Coach staff on best practices and skills for using data to inform and improve instruction and increase the achievement of all students.
- Ensure staff have a deep understanding of their grade level or content curriculum standards and the connection between curriculum standards, instruction, assessment and data analysis.
- Monitor, manage, and provide feedback to data teams.
- Increase the capacity of teachers to analyze assessment results to identify specific instructional needs based on grade level or content standards for individual students.
- Create data analysis tools and processes that enable teachers to analyze student data.
- Provide ongoing support for assessment activities, assist with the analysis of assessment methods and results and report such results to both internal and external stakeholders.
- Provide support, professional development and coaching on the creation of rigorous student learning targets based on grade level or content area curriculum standards and high quality, standards aligned formative assessment tools.
- Understand Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.

Minimum Qualifications

M.A.Ed. in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teaching Certification and five years of teaching experience

Certificate with approved area of content

Knowledge and experience in the development and evaluation of curriculum and assessments

Preferred Qualifications

M.A.Ed. in Curriculum and Instruction and/or Education Leadership

Date Revised

8.28.19