

**POSITION:** Instructional Data Analyst & Coordinator – Secondary Mathematics

**IMMEDIATE SUPERVISOR:** Assistant Superintendent of Curriculum and Instruction

**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** 240 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by the JCBOE

**SALARY:** Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Administrative Salary Schedule, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated by the Assistant Superintendent of Curriculum and Instruction and in accordance with WV State Code §18A-2-12, WV State Board Policy, and the JCBOE Evaluation Policy

**Job Summary:** Perform a variety of duties associated with the acquisition, management, analysis, and reporting of educational data for departments and schools. Provide technical assistance on the retrieval and storage of student data. This position designs, develops, analyzes, enhances, implements, maintains and supports the use and access to data designed to improve the overall operation of the school district and to enhance the instructional program. Provide clear department guidance and staff development based in educational research on best practice in mathematics instruction. Focus on alignment K-12 of mathematics instruction with a backwards design methodology.

**Performance Responsibilities:**

- Primary emphasis on math vertical articulation coordinating alignment of the K-12 math curriculum, professional development and formative/summative assessment structure
- Facilitate effective secondary student scheduling and course alignment
- Provide professional development and support to classroom teachers to ensure understanding and implementation of intended mathematics curriculum
- Responsible for the timely preparation, completion, and submittal of any Federal, State, and county reports
- Convey a deep understanding of West Virginia College and Career Readiness Standards with advisement on curriculum, materials and training to support increased mathematics performance
- Collaborate with the coordinators of elementary and middle schools, under the direction of the assistant superintendent, to develop immediate and long range strategic plans for professional learning activities needed in Jefferson County Schools
- Coordinate mentoring programs for high school teachers and administrators
- Assist in the hiring of secondary mathematics instructional staff
- Supervise the review, evaluation, selection, and ordering of textbooks and supplemental instructional materials in the area of mathematics
- Organize instructional data as needed to promote internal analysis and review of achievement data designed to foster sound instructional decision making
- Assist in training staff, through professional development, in leveraging performance data to evaluate student progress with a particular focus on mathematics

- Coordinate with administrators at all levels to create plans for staff training that is focused on understanding and using data to drive instructional practices particular to their results
- Respond to request for data useful in determining instructional decisions by querying reports and analysis as needed by instructional leaders in the school system
- Create user-friendly reports to assist stakeholders in instructional decision making based on data
- Inputs, downloads, organizes, and analyzes student data used for instructional purposes using shared accountability and local school databases
- Designs and conducts presentations of data and associated data analysis to school, school system and community groups
- Serves on/interacts with school leadership teams to promote the continuous improvement of mathematics instruction
- Evaluates the effectiveness of school master schedules to optimize instructional minutes and opportunities for support for personalized learning as needed
- Evaluates E-Walk reports and cross-references data trends and student achievement to highlight instructional areas of strengths and weaknesses across multiple grade levels
- Provides transitional support for students who receive support for personalized learning with the professional development and staff training of WOW Interventions tab
- Provides staff development on WV Zoom<sup>ed</sup> for data analysis at school levels by building level administration and leadership teams
- Other duties as assigned

## QUALIFICATIONS:

Proper licensure/certification and/or valid teaching/administrative certificate licensing the individual to teach/supervise in the specializations and grade levels, pursuant to WV Code §18A-3-2a (C) ; Criminal background check conducted pursuant to WC Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

- **Masters Degree in Education required.** Preference may be given to applicants who hold a Masters Degree in Educational Administration or a Masters Degree in Curriculum and Instruction
- Completion of, or willingness to, promptly attend and complete the WV Evaluation Leadership Institute
- Minimum of 5 years successful **secondary** teaching experience (**Mathematics preferred**), administrative experience, or a combination of the two in the discipline area of **secondary education**
- Knowledge and understanding of current research related to best practices for teaching and learning
- Knowledge of research based strategies that lead to increased student achievement
- Knowledge of all current legislation and implications for public schools
- Demonstrate self-control
- Maintain or upgrade skills by working toward self-improvement, reacting favorably to constructive criticism, and attending trainings and available in-services and workshops

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB). The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.