

**ARLINGTON PUBLIC SCHOOLS**  
**Arlington, MA 02476**  
**JOB DESCRIPTION**

**POSITION:**           **District Data Coach**

**JOB GOALS:** The District Data Coach is responsible for the coordination of student assessments district wide and supporting the use of data across schools and teams stemming from assessments, our Student Information System (PowerSchool), and other sources of academic and instructional data. This position will also collaborate to develop and share reports on academic and social-emotional assessments with administrators and teachers.

**QUALIFICATIONS:**

1. Bachelors Required/Masters Degree Preferred
2. DESE teacher licensure required
3. 5 years of teaching experience preferred
4. Demonstrated proficiency with data analysis and visualization
5. Experience with multiple types of databases, including student information systems and digital assessment platforms
6. Experience with and graduate-level coursework in educational assessment and the use of multiple types of data to inform instructional practice
7. Demonstrated leadership ability in using educational data to make informed decisions and inform classroom- and/or systems-level decision-making
8. Deep knowledge of and educational background in evidence-based curriculum, instruction and assessment theory and practices
9. Excellent organizational and communication skills
10. Ability to respond quickly in a fast paced environment
11. Demonstrated ability to work in a collaborative setting with staff members across schools and departments

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate student assessments in conjunction with Curriculum Directors to include analyses of test results. In collaboration with the Assistant Superintendent, Directors, and Principals, study and implement data practices to promote excellence in all schools, and suggest strategies to improve levels of student achievement.
2. Work with district administrators and classroom teachers across the district to improve use of data to inform teaching and learning, collaboration, and implementation of assessments.
3. Coordinate the administration of all next-generation MCAS testing, as well as organizing, planning for, and communicating about additional standardized assessments in the District. Process and coordinate the distribution of MCAS results to all stakeholders.

4. Manage the APS Data Bank, to include: coordinating and designing data collection for this tool, end-user access, and sharing district expectations of use. Works with 3rd party consultant on system development and design.
5. Work closely with the Data Services Manager in using PowerSchool SIS for disseminating reports, running queries, and supporting the district with data driven requests. Model best practices for using PowerSchool for other staff members.
6. Perform data analysis and provides reports in collaboration with school/district leadership.
7. Provide job-embedded professional development on using data and data protocols in collaboration with the Superintendent, Assistant Superintendent and upon the request of Principals and Curriculum Leaders.
8. Attend training and conferences as required to fully perform duties.
9. Other related duties as assigned by Superintendent and/or Assistant Superintendent.

TERMS OF EMPLOYMENT: Arlington Education Association Bargaining Unit Position, School Year plus up to 10 additional days if necessary at per diem rate.

REPORTS TO: Assistant Superintendent (primary) and building principals and curriculum directors (secondary). The Data Coach position is a district position.

SALARY: Per the Arlington Education Association Contract

EVALUATION: Performance of this job will be evaluated as per the Arlington Education Association Contract. Evaluations will be completed by the Assistant Superintendent with input from the building principals and curriculum coordinators.

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.

**The continuation of this position is subject to approval by the Arlington School Committee.**