



CODE: 92285
UNIT: EXC
GRADE: 3
FLSA: Exempt

CLASSIFICATION

INSTRUCTIONAL DATA & INTERVENTION COORDINATOR

SUMMARY

Coordinates with site principals and teachers to access, analyze, and collect relevant student achievement data to improve instruction across the curriculum. The Instructional Data & Intervention Coordinator is committed to improving staff assessment skills as well as data analysis and data collection skills to ensure that students meet state and district academic standards. This position provides principal, teachers, and interventionists with effective professional development in data collection, data analysis, student assessment, interventions, and researched-based pedagogy.

MINIMUM REQUIREMENTS

Master's Degree in Education or a related field

Arizona Teaching Certification in elementary or secondary education.

Three (3) years teaching experience

Knowledge of research in assessment for professional development

Knowledge of classroom assessment models and rubric formation and uses

One (1) year experience providing instructional data analysis.

Understands the antecedents of school reform

Knowledge of research on best practices, specific models to improve student achievement, and whole school reform

Experience working with diverse student populations.

Experience providing professional development including the integration of technology into professional development materials

Experience with Word Processing/Database/Spreadsheet programs

Any equivalent combination of experience, training, or education

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Coordinates with site level staff to identify students who are not making adequate academic progress.

Designs effective research based interventions.

Implements and monitors the effectiveness of strategic plans, instructional strategies, and assessments.

Coordinates with sites to development and implement data collection models and tools to capture benchmark student achievement data.

Provides Professional Development, Training, and Coaching on interventions and data analysis.

Provides data analysis using AIMS, ATI, DIBELS and other Formative Assessments.

Collaborates with appropriate district and site personnel for data collection and analysis.

Coordinates Federal, State and District report preparation and data collection.

Attend trainings and workshops as required.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephones, computers and copiers.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees and the public.

CONTROL, SUPERVISION

Supervises assigned personnel.