



## JOB DESCRIPTION

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|---------------------------|---|
| <b>Job Title</b>          | Teaching & Learning Coordinator - Data & Assessment |
| <b>Department</b>         | Teaching & Learning                                 |
| <b>Reports To</b>         | Director(s) of Teaching and Learning                |
| <b>Classification</b>     | Certified   |
| <b>Location</b>           | District Office                                     |
| <b>Salary</b>             | On Schedule   |
| <b>Length of Contract</b> | 204 days  |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Teaching & Learning Coordinator – Data & Assessment is responsible for working with a team to provide data and assessment leadership across all levels under the direction of the Directors of Teaching & Learning. The Teaching & Learning Coordinator – Data & Assessment, in collaboration with other district departments, assists with the implementation and development of the District Equitable Multi-Level Systems of Supports (EMLSS) framework across all schools and provides knowledge, guidance, and support to braid academic and behavioral systems at the universal tier, selective, and “intensive” levels to increase student achievement for all students. Position objectives include studying, evaluating, and implementing research-based data & assessment systems; providing leadership in the development, articulation, and implementation of a strategic assessment system; assisting in the coordination of relevant professional learning; assisting with coordinating Tier II/III supports and services; assisting with implementing post-secondary readiness indicators; and assisting with coordination of pupil services staff.

## Essential Job Functions

- Develops, coordinates, monitors, and evaluates the District’s strategic assessment system and oversees updates in support of the District’s strategic plan
- Assists schools to develop and implement strategic assessment systems.
- Provides support to administration to implement strategic assessment systems.
- Provides coordination and expertise in collaboration with other Teaching & Learning Coordinators to ensure systematic assessment systems PreK-12
- Develops and implements ongoing professional learning plans in collaboration with other team members of the Teaching & Learning Department
- Assists with coordination of Tier II/III supports and services.
- Provides input for the Teaching & Learning budget.
- Leads and coordinates professional learning.
- Supports the pupil services team (school counselors, social workers, & school psychologists).
- Coordinates projects with other coordinators and directors across the Teaching & Learning Department
- Provide leadership to buildings/departments on data analysis to improve student learning.

- Assists with coordination of support for new staff.
- Acts as a resource person to Pre-K-12 staff to implement the strategic assessment system.
- Stays current in content area through professional readings, seminars, workshops, and other professional learning.

#### **Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin DPI certification as a School Psychologist.
- Minimum of 3 years of successful school level experience.
- Successful leadership experience.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master’s degree in education.
- Knowledge and understanding of an Equitable Multi-Level System of Support
- Experience in providing professional learning.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent writing and public speaking skills.
- Outstanding organizational and planning abilities.
- Excellent leadership and facilitation skills in working effectively with individuals and groups.
- Knowledgeable in the areas of data and assessment.
- Desire to serve as a team player.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Outstanding problem solving and conflict resolution skills.
- Ability to work a flexible schedule including work as directed outside of the school calendar.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.

- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.