PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8816   FLSA: Exempt
Pay Grade: E06   PTS

SENIOR COORDINATOR, PROFESSIONAL DEVELOPMENT ACHIEVEMENT DATA ANALYST

REPORTS TO:
Executive Manager, Evaluation

SUPERVISES:
Not Applicable

QUALIFICATIONS:
Bachelor's degree from an accredited college or university with five (5) years of progressively responsible work experience demonstrating exceptional organizational, management, and communication skills. Experience in educational setting including successful experience analyzing student performance data and designing and implementing training for district or school-based personnel.

MAJOR FUNCTION

Provides training to district and school personnel in understanding the achievement data generated from assessments to be used to impact instruction and produce positive results in student achievement

ESSENTIAL RESPONSIBILITIES

- Designs and conducts training for district or school-based personnel in all facets of data interpretation and data inquiries
- Trains district and school-based personnel to prepare participants to lead data discussions
- Trains district and school-based personnel in using different types of data to make timely, appropriate decisions about curriculum, assessment, and instruction
- Trains district and school-based personnel to connect evidence from state and district assessments to an action plan that targets achievement goals
- Assists teachers in disaggregating assessment data to look for achievement patterns based on demographics, disciplines, standards, and other criteria
- Trains district and school-based personnel to identify and prioritize intervention actions based on results of data analysis and disaggregation
- Provides training for the administrative team and school staff which results in a culture that practices data alertness and commitment to closing the achievement gap
- Works with administrators to identify school data leaders and collaboratively plans training for school staff
- Builds support for the district and school data leaders that defines and empowers their work
- Provides training to improve the data leader's capacity and effectiveness
- Assists district staff, teachers, and administrator in developing and maintaining electronic databases necessary to track, document, and monitor individual and targeted groups of students who are not meeting state and district expectation
- Utilizes the knowledge of current educational research in identifying schools' and district's improvement opportunities
- Explores and recommends research-based strategies to help identified achievement areas in need of improvement
- Demonstrate an understanding of federal and state laws and district policies
- Performs other related duties as required

TERMS OF EMPLOYMENT
Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District. *Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 8/13 LM; BOARD APPROVED: 10/22/13

SENIOR COORDINATOR, PROFESSIONAL DEVELOPMENT ACHIEVEMENT DATA ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Coordinator, Professional Development Achievement Data Analyst – PTS