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| **Job Title:** | Data/Instructional Specialist | **Wage/Hour Status:** | Exempt |
| **Reports To:** | Principal | **Pay Grade:** | 187 days + 10 flex days (teacher pay scale) |
| **Dept. /School:** | Assigned Campus | **Date Revised:** | 12/12/2017 |

## Primary Purpose:

Assist the school principal in overall administration of curriculum and instructional programs and campus level operations. Collaborate and coordinate teacher/student programs in assisting with meeting the curriculum and instructional goals of the campus.

## Qualifications:

### Education/Certification:
Bachelor's degree from accredited university
Valid Texas teaching certificate

### Special Knowledge/Skills:
Thorough knowledge of curriculum and instruction
Excellent organizational, communication (written and verbal), and interpersonal skills
Ability to produce, analyze, organize, and present complex data via multiple computer programs
Ability to serve as an instructional mentor
Strong organizational, communication, and interpersonal skills

### Experience:
At least three year teaching or approved internship

## Major Responsibilities and Duties:

This position works aside teachers, campus administration, and district personnel as the primary coordinator and support person for campus data coordination and curriculum and instructional needs. The responsibilities and duties of this position include, but are not limited to the following:

1. Gather data from various resources (DMAC, Eduphoria, Skyward, TAMS, etc.) and compile into a useable format to analyze and present results to a campus faculty and administration.
2. Design reports and data dashboards for principal based on specific instructional or departmental needs.
3. Participate in the development of an evaluation of educational programs.
4. Encourage and support development of innovative instructional programs, and help teachers pilot such efforts as needed.

5. Coordinate creation and maintenance of state, district, and campus assessment processes, records, and reports.
6. Provide professional development and training for staff to achieve and maintain quality data systems that include consistent data collection in compliance with campus, district, and state standards.
7. Provide and facilitate data mining, decision-support services, and reporting for instructional and operational personnel. Prepare third-party data request as required.
8. Participate in professional development to improve skills related to job assignment.
9. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
10. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
11. Keep informed of and comply with state, district, and campus regulations, practices, and policies.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
13. Articulate the school's mission and vision to community and solicit support.
14. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise assigned teacher aide(s).

**Working Conditions:**

Normal office and school building environment.

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing is required. Move small stacks of textbooks, media equipment, desks, and other school/classroom equipment.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*