

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****DATA COACH/TESTING COORDINATOR 6-12****SALARY SCHEDULE: INSTRUCTIONAL****COST CENTER: SCHOOL SITE****MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited university, preferably in relevant education or instructional fields. Postgraduate degrees or equivalent experience are a plus.
- Possession of or eligible for a valid regular Florida teaching certificate and authorization to teach the assigned subject areas(s).
- Passed District Instructional Screening Process

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Builds positive relationships and collaborates effectively with administrators, faculty, district staff, students, and families.
- Possesses exceptional written and verbal communication skills to engage diverse audiences.
- Demonstrates strong interpersonal skills and excels at conflict resolution, stress management, and team collaboration.
- Holds in-depth knowledge of standardized test administration procedures and Florida Department of Education regulations.
- Ability to analyze data using various statistical methods and visualization tools.
- Experience translating data into clear, concise stories and recommendations for action.
- Ability to build consensus and motivate others to act based on data-driven insights.
- Delivers engaging professional learning, presentations and workshops tailored to various audiences, including content area teachers and administrators.
- Effectively interprets test results and communicates insights to diverse stakeholders.
- Models evidence-based practices for employees in various settings, fostering their professional development.
- Analyze data to inform instructional support, decision-making, response plans, and interventions for students and teachers.
- Uses data-driven solutions to personalize learning and tailor interventions to individual needs.
- Maintains flexibility, independence, and efficient time management to consistently achieve goals.
- Commits to continuous personal and professional growth to stay abreast of best practices and innovations.

**REPORTS TO:**

School Principal

**JOB OBJECTIVE:**

The testing coordinator/data coach will have in-depth knowledge of Florida DOE guidelines and best practices for administering local, state, and national standardized tests. The testing coordinator/data coach

will have comprehensive expertise in test security protocols, score interpretation, and reporting procedures as outlined by the Florida Department of Education.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Orchestrates all local, state, and national testing aspects in collaboration with school leadership.
- Develops and executes a computer-based testing plan aligned with federal, state, and local requirements.
- Conducts test administration, security, data usage, and ethical practices workshops.
- Provides district and school personnel expertise on test selection, administration, scoring, and interpretation.
- Monitors student achievement and contributes to Multi-Tiered System of Support (MTSS) processes.
- Assists with data analysis plans and shares relevant information to enhance the quality and effectiveness of classroom instruction
- Creates and maintains the school's testing schedule.
- Takes responsibility for all test security and maintains comprehensive testing records (current and historical).
- Tracks progress and leverages data to drive positive student outcomes and improve teacher effectiveness.
- Evaluates test results, prepares reports, and tracks student achievement data over time.
- Provides data and insights to school staff and others to document student learning progress.
- Responsible for collating data from various sources, reviewing and analyzing it to present to teachers to improve student outcomes.
- Collaborate with other professionals to review district and school-wide data to help inform district initiatives.
- Consistently delivers tasks on time and to a high standard.
- Willingly accepts and fulfills additional duties assigned by the Principal.

**PHYSICAL REQUIREMENTS:**

- Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently to move objects.
- The demands of possible extended workdays for meetings, professional development, training, and/or community/school/district events require a high level of physical and mental endurance. This job requires the ability to handle and balance multiple demands simultaneously.

**TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the district's approved compensation plan.
- Hours of employment shall be those established by the district. ~~088~~

**EVALUATION:**

The performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.