

## **MOP Co-Op Data Coach**

### **DESCRIPTION:**

The Data Coach will work under the supervision of the Director of General Education providing service to Mecosta-Osceola Intermediate School District and the local districts by focusing on extracting, gathering, coordinating, entering, managing and directing the use of data to help districts solve their academic puzzles.

### **REQUIREMENTS:**

Minimum of a Bachelors Degree. Extensive database manipulation and query experience. Needs to be accomplished in Microsoft, Excel, Word and PowerPoint.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Report to MOISD's Director of General Education on the progress, need for assistance, and/or outcomes achieved from data management.
2. Report to principals, curriculum and special education directors on data gathered from Easy IEP, Pearson, MEAP, DIBELS, Accelerated Reader, etc. in order to assist districts in educational decision making.
3. Work to increase the value and power of the Pearson D.A.T.A. project for the local school districts.
4. Support local administration in the analysis and dissemination of data when requested. This will include curriculum, administration, staff and board meetings to explain, highlight or reinforce findings.
5. Must have excellent communications skills, both written and verbal.
6. Maintain a cooperative, harmonious relationship with professionals and others within the school setting.
7. Must have a valid driver's license and assume responsibility to transport self to assigned worksites.
8. Regular and predictable attendance.
9. Pursuant to "School Safety" legislation (2005 PA 129-131 and 138) enacted into law January 1, 2006, must pass a criminal history background investigation conducted by the Michigan State Police and the Federal Bureau of Investigation.
10. Other duties as assigned by the General Education Director, Superintendent or designee.