

COMPTON UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES – CERTIFICATED PERSONNEL

**POSITION DESCRIPTION**

Title:	Instructional Data Specialist	Reports To:	Site Principal 6 – 12
Department:	Associate Superintendents, Middle and High Schools	Classification:	Certificated Non-Administrative
Funding Source:	District Categorical	Work Year	Ten (10) Months
		Salary:	Teacher, Schedule A

**I. DESCRIPTION OF POSITION**

Under the direction of the Principal or his/her administrative designee the Instructional Data Specialist assists in the planning, development and implementation of the policies, regulations, guidelines and procedures pertaining to the district system of assessment and analysis of instructional benchmarks. In addition, the Instructional Data Specialist provides leadership and expertise in modeling, demonstrating, monitoring, and reviewing assessment data and instructional responses to student achievement to ensure student acceleration on State Content Standards.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Observes, coaches and mentors classroom teachers, providing feedback regarding classroom assessment data, large scale assessment data, instructional benchmarks, and the cycle of inquiry required to monitor student results
- B. Understands Response to Intervention (RtI) and can clearly analyze standards-based assessment data regarding student progress and suggest intervention and skill development activities.
- C. Expected to participate in all District Professional Development related to benchmark assessments, data analysis, instructional technology and large scale assessments.
- D. Provide group training to course a-like teachers, departments and subject area teachers analyzing data for improved student achievement.
- E. Uploads data, scans information and develops assessment reports using advanced technology.
- F. Provides training in analyzing assessment results including obtaining various types of reports from various types of assessments ranging from teacher created tests through course-wide and district-wide up to State-level assessments such as CAHSEE, CST and Advanced Placement
- G. Fully understands the use of the EXCEL program to enhance the presentation and assimilation of data from benchmark reports and using other statistical tools as needed.
- H. Establishes a system of facilitating test information for teachers including record keeping and scanning systems; monitoring scanning systems and working with associated hardware and software.
- I. Regular attendance at teacher grade level and department meetings
- J. Regular attendance at Research and Evaluation Department lead inservices
- K. Plans, organizes and assists with conducting workshops and a variety of staff development on local and wide-scale assessment
- L. Works collaboratively with Associate Superintendents and Principals to review school data and identify areas of improvement and teacher professional development
- M. Researches, prepares and disseminates information pertaining to trends in all assessment related issues and student responses to intervention and areas
- N. May provide individual or small group instruction to selected students based on the response to intervention identified in the assessment data
- O. Plans and provides staff development for classroom teachers, including the integration of instructional technology into the curriculum
- P. Analyzes data and shares results and their implications with staff
- Q. Assists site instructional leaders, school site councils, and leadership teams to plan, develop, monitor and evaluate school level educational program

- R. Serves as a resource in the organization, development and preparation of the master/intervention schedules at the school sites
- S. Leads data reflection dialogues with instructional staff and facilitates study groups on the core content areas
- T. Attends required coaching trainings as scheduled by the Associate Superintendents
- U. Performs other duties as assigned.

**III. EDUCATION AND EXPERIENCE**

- A. Possession of a valid Multiple or Single Subject Teaching Credential authoring service as a teacher.
- B. Masters Degree from an accredited institution of higher learning preferred
- C. Three or more years of successful credentialed teaching experience
- D. Successful curriculum leadership experience
- E. Bilingual ability desirable (Spanish preferred)
- F. CLAD required
- G. BCLAD preferred

**IV. KNOWLEDGE, SKILLS AND ABILITIES**

***Knowledge of:***

- A. Differentiated classroom instructional practices that promote student academic success
- B. Knowledge of using data to drive instructional changes (Data Driven Classroom Program)
- C. Knowledge of best practices in data analysis, research and evaluation and Response to Intervention (RtI)
- D. Needs of a culturally and linguistically diverse student population
- E. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques

***Ability to:***

- F. Work cooperatively and effectively with teachers and administrators
- G. Meet schedules and timelines
- H. Work independently with minimal direction using complex technology
- I. Plan and organize work
- J. Demonstrate effective communication skills both orally and in writing
- K. Use a computer, printer, scanner, and other advanced technology

**V. WORKING CONDITIONS**

***Work day and year:***

- A. Ten month position.
- B. The contractual 184 work days
- C. The contractual seven (7) hour work day, plus an additional stipend of \$1,000 each semester for additional duties

***Environment:***

School site and District Offices

***Physical abilities:***

Hearing and speaking to exchange information and make presentations

Approved by: Kaye E Burnside  
Kaye E. Burnside, Ed.D., Superintendent

Date: 4/20/10

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.