

District Data/Test Coordinator

Responsibilities:

1. Responsible for all IDOE data reporting and completion as well as all student counts
2. Responsible for data analyst of test data/other useful data and providing assistance to teachers and administrators on improving the test scores
3. District test coordinator (All state tests as well as other standardized student tests)
4. Grants Coordinator for Title II, Title III, Title IV, High Ability Grant, and other grants that would advance or benefit the district (Advisor with Title I Grant)
5. Limited English Language Coordinator
6. Assist teachers and administrators with curriculum development (K – 12) as well as with dual credit, internships, and Graduation Pathways
7. Provide administration and teachers with state requirements, state blueprints, and student data to assist with instructional decisions
8. Assist with the development of the master schedule (K-12 with focus on 6-12)
9. Assist with special education case conferences/IEP's as well as after-school supervision
10. Assist with professional development
11. Coordinator for Suicide Prevention, Homeless Students
12. Other duties as assigned by superintendent

Reports to: Superintendent and works collaboratively with building principals

Contract: 200 Days with Teacher Salary and Benefits

License: Administration, Guidance, and/or Teaching License

Board Approve: February 7, 2019

Start Date: July 1, 2019

Interested applicants should send letter of interest, resume, and list of references to West Central School Corporation, PO Box 578, Francesville, IN 47946 by Monday, February 25, 2019.