

MOP Co-Op Data Coach Assistant

DESCRIPTION:

The Data Coach Assistant will work under the supervision of the Director of General Education and the Data coach in providing service to Mecosta-Osceola Intermediate School District and the local districts by focusing on extracting, gathering, entering, analyzing and managing data.

REQUIREMENTS:

Educational background/experience, data manipulation and query experience preferred. Applicant must be accomplished in Microsoft Office application. Minimum of a Bachelor's degree.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Report to the MOISD Director of General Education on the progress of the common data management and assessment systems.
2. Work to increase the value and power of the Pearson D.A.T.A. project for the local school districts.
3. Must have excellent communications skills, both written and verbal.
4. Maintain a cooperative, harmonious relationship with professionals and others within the school setting.
5. Must have a valid driver's license and assume responsibility to transport self to assigned worksites.
6. Regular and predictable attendance.
7. 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.
8. Other duties as assigned by the Director of General Education, Superintendent or designees.