



# INTERNATIONALS NETWORK FOR PUBLIC SCHOOLS

## POSITION ANNOUNCEMENT

**Coordinator of Program Evaluation and Data Analysis - International Academy  
TC Williams High School, Alexandria, VA**

### **Job Description:**

The Coordinator of Program Evaluation and Data Analysis will support teachers in the planning of instruction, monitor the implementation of curriculum and pacing, assist in gathering and reviewing data, facilitate professional learning communities by department and allow teachers to develop advanced plans for supporting student achievement. This job reports to the Lead Administrator for Curriculum, Instruction and Assessment.

### **Interested candidates should apply with Alexandria City Public Schools by visiting:**

<https://acps.tedk12.com/hire/ViewJob.aspx?JobID=259>

### **Qualifications:**

- *Education:* Master's degree in related field.
- *Certificates & Licenses:* Valid Virginia Department of Education license required, or eligibility to obtain one, with an endorsement in Administration and Supervision.
- *Experience:*
  - Administrative and teaching experience related to working in socio-economically and culturally diverse school settings.
  - Demonstrated expertise in evidence based curriculum design, assessment, and instructional practices.
  - Documented experience in leading secondary educational program development and implementation, including professional development in evidence based best practices for diverse student populations.
  - Demonstrated leadership and supervisory experience necessary to work effectively with students, teachers, administrators, families, and community members.

### **Essential Functions:**

- Supports teachers in assigned content and program areas to:
  - Collect and analyze student achievement data to determine instructional implications at both aggregate and disaggregated levels.
  - Use identified data to discern ways in which individual students and/or subgroups can be supported to improve their achievement relative to curriculum-driven standards (aligned with Virginia State Blueprint Frameworks).
  - Collaboratively develop re-teaching, small-group, and station teaching opportunities to extend and refine as well as differentiate instructional opportunities to address student strengths and needs.

- Facilitate Professional Learning Community discussions and action research projects related to problems of practice.
- Collaborates closely with central office personnel (e.g., Curriculum and Instruction, Accountability, Student Services) to ensure appropriate and timely delivery of instructional, support, and assessment services.
- Performs other related duties, as assigned, to ensure the efficient and effective functioning of the work unit.

**Other Essential Functions as Required by International Academy:**

- Facilitate formation of the EL Committee to identify and document appropriate testing accommodations for EL students
- Coordinate the annual Access for ELLs English language proficiency assessment administration
- Model and support continuous improvement and data-driven decision-making
- Facilitate teacher dialogue about student data
- Collaboratively develop, implement and monitor long and short-range student achievement goals
- Ensure teacher achievement goals are aligned with building level goals for increased student language development and academic achievement.

**Calendar:**

**This is an 11 month, 217 day position**

<i>Primary Location</i>	<b>TC Williams High School</b>
<i>Salary Range</i>	<b>Licensed Salary Scale (<a href="http://www.acps.k12.va.us/hr/compensation/">http://www.acps.k12.va.us/hr/compensation/</a>)</b>
<i>Shift Type</i>	<b>Full-Time</b>