



MISSISSINEWA COMMUNITY SCHOOLS School Counseling Data Coach Job Description

Job Description:

The job of School Counseling Data Coach is established for the purpose of improving counseling services to students by working with school counselors to manage data and provide feedback regarding student college and career readiness and pathways to graduation to the counselors and administration.

The School Counseling Data Coach will work as a colleague with school counselors to support student learning and growth. The School Counseling Data Coach will focus on gathering and reporting student data to the counselors and administrators, which will allow the school counselors to spend more time providing direct services to their students.

Qualifications:

- Knowledgeable of school counseling, assessments, and graduation requirements and experienced with technology in an educational setting
- Organized and punctual
- Good communication and interpersonal skills

Responsibilities:

1. Collaborate with school counselors and administrators to gather and report student data
2. Empower school counselors to spend more time providing direct services to their students
3. Ensure that school counselors and administrators have access to up-to-date data in a format that can be easily utilized to guide students in academic and college/career decisions
4. Maintain accurate testing records for all standardized testing
5. Analyze student assessment data and assist counselors and administrators with utilizing the data to guide students in academic and college/career decisions; work directly with the school counselors, principals, home school coordinators, and support staff as needed
6. Compile 30A data and develop the 30A spreadsheet in the fall and spring
7. Run F lists, attendance reports, and behavior reports and provide them to the counselors and administrators on a regular basis
8. Track school data such as ACT/SAT scores, PSAT scores, AP data, AP potential, graduation data, and dual credit data
9. Gather PSAT/NWEA data to guide school counselors and administrators in student acceleration decisions
10. Maintain records of middle school students who earn high school credit
11. Respect and maintain confidentiality in the performance of all assigned duties
12. Assist school counselors and home school coordinators with student problems as needed
13. Attend workshops/conferences to stay current on local, state, and federal requirements and assessments

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)