



## DISTRICT DATA TEAM FACILITATOR - TOSA

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### Position Summary

The District Data Team Facilitator-TOSA will be responsible for facilitating the work of the school data teams implementing a multi-tiered system of student supports (MTSS) in the district. They will collaborate with the Synergy and Research and Planning teams to create data reports that satisfy the needs of the data teams.

### Supervisory Relationship

This position reports to the Director of Research and Planning.

### Essential Functions

1. Collaborates with the Synergy team and the Research and Planning team to create data reports that satisfy the needs of school data teams and other educational decision makers across schools and across the Instruction and Students Services departments.
2. Trains school data teams on gathering the data, analyzing the data, making educational decisions, and reviewing and evaluating those decisions.
3. Oversees and trains school data teams to assure adherence to the district data team model and the multi-tiered system of student supports.
4. Facilitates school data teams on a rotating basis.
5. Builds agendas for and facilitates monthly meetings with school based data team/testing coordinators.
6. Facilitates reflection on and revision of the district data team model in conjunction with the directors and administrators of the Instruction and Student Services Departments.

### Required Knowledge, Skills and Abilities

1. Commitment to the belief that all students can learn, to educational equity, and to the District's vision and mission.
2. Knowledge of data-driven decision-making in educational and assessment practices, especially relative to interventions with struggling learners and students of varying cultural heritages and English proficiencies.
3. Ability to approach problems and issues from multiple perspectives and to facilitate multiple ways of looking at educational data and making decisions based on those data.
4. Knowledge of the multi-tiered system of student supports.
5. Ability to communicate effectively and work collaboratively both at the district and school levels.
6. Ability to create customized data reports in the Synergy School Information System and the Hoonuit Data Warehouse.

### Minimum Qualifications

#### Education

- Master's degree in a related field.

- Valid Oregon Teaching license required.

**Experience**

- Experience with student information systems and their use by educators.
- Experience facilitating adult learning among K-12 educators.
- Experience working on school-based data teams.
- Experience developing and using data reports.
- Experience with Synergy, Excel, and Hoonuit preferred.
- Experience with multi-tiered system of student supports.

**Work Environment**

Duties are performed in an office environment, training environment, and in schools.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	Eugene Education Association
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Developed by</b>	Oscar Loureiro, Director of Research and Planning
<b>Reviewed by</b>	Charis McGaughy, Assistant Superintendent for Instruction
<b>Approved by</b>	Karen M. Hardin, Director of Human Resources .
<b>Last revised</b>	July 23, 2019

**Employee Statement**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

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Date

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Employee Signature

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Date