

Data Coordinator Position Description

A member of the program leadership team serves in the role of data coordinator. The leadership team member (who might also be a teacher, practitioner coach, administrator, etc.) has the responsibility to ensure data is collected and submitted by practitioner coaches and teachers and provide support to practitioner coaches and the leadership team in analyzing data. The data coordinator will also ensure that data are brought to the monthly leadership team meeting and that a data review is addressed on the agenda. In addition, the data coordinator will ensure that data are also provided to the state team on the schedule that has been established for reporting. Below is a description of the responsibilities of the data coordinator.

Skills/Competencies

- Excellent organizational skills
- Ability to use excel, PowerPoint, and develop tables and other data summary displays
- Ability to analyze data and data reports

Responsibilities

- Ensure that data are collected by program personnel and entered into spreadsheets (e.g., practitioner coach, team leader) by established timelines
- Review data prior to monthly meeting to determine data displays that are relevant to agenda items
- Support coaches and the leadership team in the analysis of data reports and in making data-based decisions
- Provide data summaries at monthly leadership team meetings
- Organize and store data files in a secure central location
- Provide data to the state team or state data coordinator on established schedule
- Assist in the development of data summary and evaluation reports to stakeholders

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