



St. Labre Indian School - Ashland, MT 59003 - (406) 784-4500
Pretty Eagle St. Charles

JOB DESCRIPTION

Job Title: Data/School Improvement Coordinator
Department: St. Labre Indian Catholic School
Reports To: Director of Schools
FLSA: Contracted
Salary Grade: Contact HR -
Approval: 7/19/2010
Status: Full-Time 10-month
Location: St. Labre Ashland, MT
Closing Date: Open Until Filled

SUMMARY

Provides data collection and data analysis support and services to assure compliance with all applicable regulations and agencies/associations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties And Responsibilities include the following. Other duties may be assigned. *Indicates the non-essential duties and responsibilities. Nothing in this job description restricts St. Labre's right to assign or reassign duties and responsibilities to this job at any time.

1. Maintains current High School student data to complete Assessment in Montana (AIM) document regarding student enrollment/drops.
2. Completes Annual Data Collection and submits to appropriate programs.
3. Compiles information for Five Year Comprehensive Plan (5YCEP).
4. Lead Monitor for 5-Year Plan.
5. Compiles specific school data as requested for all schools and/or individual schools.
6. Compiles Class Roster File (CRF) spreadsheet for Northwest Educational Association (NWEA) to include MAP testing data.
7. Assists Curriculum Director with MAP and CRT testing when necessary.
8. Administers ACT test(s) as needed.
9. Teach an accelerated Math class(es) 1-4.
10. Establishes a data tracking system for schools and individual students.
11. Performs other duties as assigned by director of schools.

SUPERVISOR RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelors degree from four-year college or university; and one to three years related experience and/or training preferred; or equivalent combination of education and experience.

KNOWLEDGE SKILLS AND ABILITIES

Respects the teachings of the gospel of Jesus Christ in private, personal, and public life.
 Commitment to the mission of the Roman Catholic Church in Native American education.
 Sensitivity to and appreciation of Native American people and their cultures.
 Ability to teach moral and spiritual values to youth.
 Ability to serve as an appropriate role model for students.
 Strong computer skills.
 Excellent oral and written communication skills.
 Strong organizational skills.
 Strong interpersonal skills.
 Ability to maintain materials of a highly confidential nature.
 Ability to establish and maintain effective working relationships with students, staff, parents and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

Appropriate Montana certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

