

### ***Data Specialist***

- Assisting the Dean of Curriculum office and WASC Coordinator to research, access, analyze and compile data on student performance.
- Generating graphic visualizations of data in order to assist school leaders in making information meaningful and actionable.
- Supporting teachers in data use and collaborating with school and pedagogic leaders to use data to improve instruction and achievement.
- Planning and conducting staff development activities, in collaboration with other innovative learning team members, the Dean of Faculty office, and Division Leaders, that focus on the use of data and assessment to enhance learning and collaborative instructional planning.

### ***Systems Specialist***

- Develop and administer applications and systems that support academic and curricular needs. This support includes, but not limited to, SharePoint Framework, PowerSchool Plugins, Power BI, Custom REST APIs.
- Consult and collaborate with business and academic leaders to develop applications and digital processes for streamlining efficiency and improvement of communication.
- Continue development of software that allows teachers to more effectively use the instructional data generated to inform their classroom teaching.

### ***Other Responsibilities***

- Collaborating within the Innovation and Digital Learning and Information Technology Departments, to envision, plan and execute whole school projects that advance the support service in the Keystone community.
- Assisting and collaborating with Innovation Coaches in the growth and development of creative and practical technology skills for both Keystone teachers and students that can enrich the curriculum.
- Sharing and meeting with divisional and/or with subject teachers, in order to further teacher use of effective tools.