



Bishop Chatard High School

Director of Data and Assessment

Bishop Chatard High School | Archdiocese of Indianapolis

Identifying Information:

Position Title:	Director of Data and Assessment
Location:	Bishop Chatard High School
Status:	Full Time
FLSA:	Exempt
Reports to:	Principal
Supervises:	N/A

Position Summary:

The Director of Data and Assessment provides leadership in the use of data to improve teaching and learning at the high school level. This role supports academic departments, teachers, and school leaders in analyzing student performance, strengthening instructional practices, and ensuring all students are on track for graduation and postsecondary success.

Key Responsibilities

Data Analysis & Strategy

- Lead the collection and analysis of student performance data (assessments, benchmarks, grades)
- Identify trends, gaps, and areas for improvement
- Ensure staff can access and interpret data easily
- Disaggregate data by subgroups to identify achievement gaps and inform targeted supports
- Identify at-risk students, including multilingual learners, and support the development of targeted intervention plans
- Develop data-driven action plans for departments
- Facilitate regular data cycles with departments, PLCs, and leadership teams
- Track, review, and implement appropriate strategies for IDOE accountability performance and growth

Instructional Leadership

- Work with teachers and administration, as directed by the Principal and Vice Principal of Academics, to improve classroom instruction
- Support departments in aligning curriculum, instruction, and assessments to standards and learning outcomes
- Promote rigorous instruction through frameworks such as Depth of Knowledge (DOK) and higher-order thinking strategies
- Partner with department chairs to improve instructional consistency across courses and grade levels
- Assist in the development, growth, and management of an effective internal data team

Curriculum & Assessment Alignment

- Continue curriculum mapping initiatives across departments to ensure vertical and horizontal alignment
- Ensure assessments accurately measure standards mastery and reflect appropriate rigor
- Support teachers in developing common assessments and analyzing results to inform instruction
- In collaboration with the principal, review curriculum alignment and communication shared by schools of the North Deanery to support continued curriculum map development in high school

Assessment Oversight

- Manage standardized testing, including ILEARN Biology, Government ECA, WIDA, PSAT, SAT, and AP testing

Professional Development & Coaching

- Design and facilitate professional learning focused on:
 - Data-driven instruction
 - Assessment design and analysis
 - Differentiation and intervention strategies
- Lead and support PLC structures focused on continuous improvement

Systems & Collaboration

- Plan, manage, and communicate logistics and procedures for state-required testing, including PSAT, SAT, and ECAs
- Manage and support the use of data systems and dashboards for staff
- Collaborate with administration, counselors, and department leaders to align academic priorities
- Communicate data insights and progress to stakeholders

Position Specifics and Requirements

Skills and Knowledge

- Knowledgeable in algebra, geometry, and science, or has a willingness to learn
- Strong organizational skills
- Good interpersonal skills
- Self-motivated and flexible
- Knowledge of federal and state required assessments

Education, Training, and Experience

- Must be able to understand and comply with the Archdiocese of Indianapolis Code of Conduct
- Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
- Background screening required
- Minimum of 5 years of experience teaching, with leadership experience strongly preferred
- Master's Degree in Education, Educational Leadership, or related field preferred
- Commitment to Catholic education and the mission of Bishop Chatard High School.

Working Environment

Must be able to perform physical activities such as, but not limited to, lifting items (up to 40 lbs) unassisted; bending; standing; climbing stairs; or walking. Must be able to work safely in an environment containing biological conditions that may be unhealthy or hazardous, such as bodily fluids, germs, and childhood diseases.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of job description: 04/16/2026

The employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____