

WINNER SCHOOL DISTRICT 59-2 OFFICIAL SCHOOL BOARD POLICY



Title: Winner Consent Decree Data Coordinator

Education Requirements:

Minimum of High School Diploma or GED

District Preference: Minimum of 48 Undergraduate Credits

Supervisor: Superintendent

The Winner Consent Decree Data Coordinator shall be a full time employee of the Winner School District who also has responsibilities for data collection for other school district programs.

The person in this position will:

- Assist the Superintendent with the development, coordinating, implementation and monitoring of all aspects in addressing the Benchmarks of the Winner School District Consent Decree
- Serve as liaison between the Superintendent and the other parties involved regarding the communication, information and documentation of the Winner School District Consent Decree
- Assist the Superintendent in assigning tasks to be planned and completed by Winner School District staff regarding the Winner School District Consent Decree
- Assist the Superintendent in establishing a master/working plan for addressing the required Benchmarks for the Winner School District Consent Decree
- Assist the Superintendent in maintaining open line of communication with the other parties involved in the Winner School District Consent Decree and provide prompt responses to requests for information
- Report progress, problems and needs in regards to the Winner School District Consent Decree to the Superintendent
- Attend meetings and conferences as requested by the Superintendent
- Assist the Superintendent in scheduling and making arrangements for all needed conferences and meetings regarding the Winner School District Consent Decree
- Document and maintain all communication regarding the Winner School District Consent Decree
- Assist the Superintendent in obtaining, gathering and organizing all pertinent data regarding the Winner School District Consent Decree
- Attend all required training provided by the Winner School District
- Comply with all Winner Board policies and enforce all state laws applicable to District Staff