

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Title: Data Coordinator

QUALIFICATIONS:

- Minimum of two years of college in business or education
- Ability to analyze, report, and record data
- Strong organizational and presentation skills required
- Extensive computer knowledge required, specifically programs such as Excel, Access, Word, Publisher, Front Page, and Power Point
- DDN – knowledge of online student information software
- Must be driven, self motivated personality with effective decision making and problem solving skills
- Excellent communication skills both verbal and written. Must have the ability to relate to people at every level of business

REPORTS TO:

Superintendent and Building Principals

JOB GOAL:

To use appropriate leadership, supervisory, and management skills to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Develops NCA/NCLB building level school improvement plans working cooperatively with/for building administrators and NCA Chairman/Steering Committee. Report updates and developments to building administration on a monthly basis.
2. Develops and implements NCA/NCLB parent notification plans tailored to meet the needs at each building level.
3. Organizes and presides over Parent/Community NCA/NCLB awareness meetings. Minimum of two per year.
4. Responsible for attending DECA conferences focused on NCLB requirements.
5. Serves as school district point of contact for NCLB related issues and questions.
6. Develops and maintains a strong knowledge base of federal and state mandates relating to NCLB legislation. This would include reading professional journals/NCLB/NCA newsletters and report pertinent information to administration and/or NCA Steering Committee.

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7. Works with building administrators to help determine Highly Qualified Status of teachers.
8. Works with school district teaching staff to help them maintain Highly Qualified Status: certification review.
9. Responsible for attending building staff meetings and presenting material to building level staff regarding NCA/NCLB developments.
10. Efficiently organize and maintain all district documents relating to NCLB Act.
11. Use/disaggregate the Dakota STEP data website and other assessment data and report as needed to the superintendent, building principals, and data committee members so that the data can be used to identify strengths and weaknesses of Winner students in pertinent subject areas. Roster subgroups and determine where to target specific strategies needed for students to be successful and coordinate with administration to utilize the data for school improvement.
12. Notify administration of any NCLB staff development/trainings and coordinate arrangements for staff participation.
13. Any other duties as assigned by the superintendent.
14. Submit to health screening and comply with all school district policies