

Data Steward/Coordinator Responsibility Assignments

District: _____

For each Responsibility item, indicate with a check mark in the Self column those items for which you expect to be responsible within your district. If others will be responsible for an item, put their names or positions in the Other Staff Responsible box for the item. In the Comments column, indicate any ambiguity or lack of clarity concerning responsibility for an item or make any other comments.

Responsibility	Self	Other Staff Responsible	Comments
Coordinates the data collection process			
Provides professional development for staff members leading toward a culture of quality data			
Resolves discrepancies in information before reports are forwarded to senior staff			
Develops a process that allows staff to request new reports or modifications of existing reports			
Collaborates with curriculum coordinator/supervisor and staff from other educational program areas (special education, assessment, etc.)			
Collaborates with technology director to enhance the ability of computer programs to determine effective editing procedures for reports and other information			
Establishes data audit procedures			
Develops calendar for data collection and reporting			
Implements data needs analysis			
Develops and disseminate data dictionary			
Compiles business rules			
Develops and disseminates data entry standards			

Discussion Questions:

Do you see any challenges with the way responsibilities are assigned in your district? What can you do to minimize those challenges?

What is the chain of command within your district for making decisions about data entry procedures, business rules, data standards and other data-related issues?

**School District
Address
City, State, Zip**

Job Description

JOB TITLE: Data Coordinator/Steward

ORGANIZATIONAL RELATIONSHIP: The Data Coordinator/Steward reports directly to the [title of immediate supervisor]. The Data Coordinator/Steward supervises [titles of supervisees or name of department; if no one is supervised by this position, this sentence is omitted.]

JOB DEFINITION: [This section is a two or three sentence paragraph broadly summarizing the general responsibilities.]

ESSENTIAL DUTIES AND RESPONSIBILITIES: [This section is a numerical listing, typically in priority order, of the exact responsibilities of the position.]

1.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED: [This section delineates the exact minimum requirement for education (e.g., high school diploma or GED, associate's degree, bachelor's degree or combination of associate's degree and 3 years work experience in a related field, etc.); the minimum work/life experiences acceptable for entry level into the position; any "preferred" levels of education and experience; and the essential skills needed to accomplish the job duties.]

PROFESSIONAL DEVELOPMENT REQUIREMENTS: [List any specific professional development requirements for the position- supervisory training attendance, faculty meetings, etc.]

PHYSICAL REQUIREMENTS: This section should list any and all physical requirements for the position, such as long hours of sitting at the computer; the ability to use a telephone unassisted; physical stamina to work under stress and meet deadlines; lifting, bending, stretching; ability to travel and/or valid driver's license, etc.

TIME AND SITE REQUIREMENTS: This section should list the normal workday, workweek, and work-year and the normal worksite(s) for the position; and any requirements for attendance at meetings or trainings outside the normal work-time and work-site.