Quality Data: The Role of the Data Steward or Coordinator

Responsibility

You serve your administrator by ensuring that the statistical information reviewed by senior staff represents data that have been entered accurately and collected systematically. Furthermore, you enhance the information reporting process through staff development and collaboration with the various offices and programs responsible for producing data and information.

Things to Think About

- Does the information reviewed by your superintendent and senior staff represent facts based on accurate data from programs and offices?
- Does everyone in your school district understand how data are used to benefit the instructional program and provide funds for services?
- Are data collected systematically in the school district?
- Are the staff responsible for entering data trained to do an effective job?
- Is there a process in place that allows "end-users" to request or modify reports?
- Are you and the information technology (IT) director operating collaboratively?

Things to Do

- Coordinate the data collection process.
- Provide professional development for staff members leading toward a Culture of Quality Data in the school.
  The sessions might include
  - demonstrations that incorporate hands-on training, enabling data entry personnel to become used to the actual data entry screens;
  - examples that actually reflect situations that will be encountered;
  - handbooks or guidebooks, with copies of data entry screens, systematic instructions, and the rationale for entering the data;
  - descriptions of the procedures for obtaining assistance (e.g., help desk phone number, online and/or e-mail query process); and
  - copies of the reports created from the data, enabling trainees who enter information to have a sense of how their work affects the operation of the school.
- Resolve discrepancies in information before reports are forwarded to senior staff.
- Develop a process that allows staff to request new reports or modifications of existing reports.
- Collaborate with the district technology director or coordinator to enhance the ability of computer programs to determine effective editing procedures for reports and other information.

Outcomes (What's in it for me?)

By helping staff members to understand the importance of data entry and data collection, and to see the process that leads to data-driven decisions, you are directly involved in courses of action that lead toward improved student achievement and increased services provided to the district and schools.