Assessment, Intervention, & Data Organizational Chart

Duties

- **Director of Data Services**: David Wilson
  - Advise and consult on district and building level RtI initiatives and building level data and intervention teams
  - Support and advise principals on the use of data and data analysis
  - Analyze and monitor District and school improvement goals and identify trends through data analysis
  - Communicate with district leaders regarding data through summaries of analysis, including recommendations for programing
  - Consult and oversee assessment, including district assessment plan and strategic use of data for effective instruction and intervention and the Office of Assessment and Accountability
  - Supervise and monitor data for district score card, building improvement plans, and state reports
  - Seek out and construct systems for making educational data more accessible to administrators and teachers
  - Prepare and interpret data with regard to educational implications as designated by the Superintendent and Deputy Superintendent

- **Assistant Director of Data Services**: Melinda Felten
  - Direct state and large scale assessments including MAP and ACT
  - Lead assessment compliance efforts through assessment training and quality assurance visits
  - Clean assessment results and manage state appeals process
  - Coordinate and ensure loading of assessment data into eSchool
  - General assessment support
  - Assist in district and building level RtI initiatives
  - Support and advise principals on the use of data and data analysis
  - Communicate with district leaders regarding data through summaries of analysis, including recommendations for programing

- **Coordinator of Intervention and Assessment**: John Elliston
  - Support building level RtI initiatives.
  - Attend and support building level data and intervention teams.
  - Train teachers and administrators on assessments, assessment technology, and interventions.
  - Assist buildings in administration and training on district and state mandated assessments.
  - Interpret and communicate results of state and district assessments.
  - Support and advise teachers and administrators on the use of data and data analysis.
  - Support systems for making educational data more accessible to administrators and teachers.
  - Prepare and interpret data with regard to educational implications.
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- **Student Data Team**: Sharon Miller, Jolene Watkins, Rob Baker, Betty Osborn, Andrea Hunting, & Kristin Johnson  
  - Create reports in Cognos or other mediums for district access, including exploring use of dashboards  
  - Generate data reports for requests from district leaders as determined by the Director of Data Services  
  - Complete and verify all required state and federal reports  
  - Clean data to ensure accuracy and determine training needs to district and building staff entering data  
  - Communicate and coordinate with Technology Services on issues overlapping between Data Services and Technology Services  
  - Provide data to outside organizations requesting data, including United Way and Cradle to Career  
  - Manage and support student information system  
  - Manage and support learning management system

- **Administrative Computing Team**: Martha Myers, Jennifer Mancuso  
  - Maintain and manage Business Plus for Business Office and Human Resources  
  - Provide front end and user support to district and building staff on Business Plus and Kronos  
  - Create and disseminate reports for use by the Business Office, Human Resources, and district and building administrators  
  - Clean and maintain business data  
  - Provide trainings in on Kronos and Business Plus

- **Administrative Support**: Marcy Wedemeyer  
  - Support general operations of the office  
  - Maintain calendar for Director  
  - Support buildings with assessment troubleshooting  
  - Data entry and assessment support