

BCPS Secondary Data Managers Overview

☐ **Data Responsibilities**

- ☐ Data spreadsheet collection and update
 - ☐ 3 year progression of data: Kentucky Summative Assessment, Predictive/Benchmark Assessment, ACT Assessment (10th/11th) on-demand writing, work ethic certification
- ☐ MTSS Data Tracker:
 - ☐ Behavior (plan and progress monitor to graph)
 - ☐ Academic (upload data monitored and graph trends)
 - ☐ Update Hearing & Vision screening as needed
- ☐ Assist College Career Readiness (CCR) Coaches:
 - ☐ Data tracking sheets
 - ☐ TEDS, IC, KYOTE, JCTC documentation
- ☐ Assist BACs
 - ☐ Set up students in KYOTE, Pearsons, etc.
 - ☐ SDRR clean-up
 - ☐ Cohort 4-year review:

☐ **Daily Responsibilities**

- ☐ Send out IC Messenger messages/ThrillShare
 - ☐ Now train with new method to support constant communication in collaboration with Accelerator
- ☐ Assistance to Counselors, Front Office (Attendance Clerks, Front Office Secretary, High School Guidance Office)
 - ☐ Transportation notes, phone calls, fill in when absences with the front office, run sub-attendance rosters as needed, run AESOP with teachers as needed.
- ☐ Run ad-hoc reports as needed for principals, assistant principals, counselors and teachers
 - ☐ Mailing labels, attendance, grade & behavior reports
- ☐ Eligibility Reports:
 - ☐ Athletic weekly eligibility

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

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- ☐ Grade reports for enrichment/celebrations
- ☐ No Pass/No Drive Roster
- ☐ Assistant to Principal/Assistant Principal:
 - ☐ Maintain accurate records of instructional materials, usage & cost
 - ☐ Truancy packets
 - ☐ Expulsion/Alternative Petition/Administrative Placement packets
- ☐ **Yearly Responsibilities**
 - ☐ Beginning of the Year:
 - ☐ Documents: Drug testing, FRAM, T.R.U.E.
 - ☐ Assist to Online Registration (OLR)
 - ☐ Immunization, Birth Certificates, Physicals - gather, update in IC and place in Cumulative Folder
 - ☐ Call when not received or out of date
 - ☐ Support SDRR clean-up (drop-outs, wearabouts unknown, etc.)
 - ☐ Support chromebook rollout
 - ☐ HIGH SCHOOL
 - ☐ Transition Surveys due at end of November (Track & monitor progress)
 - ☐ Promotion/Graduation (certificates, spelling of data sent for diploma and graduation pamphlet)
 - ☐ End of Year:
 - ☐ Cum Folder (transcripts, report cards, attendance profile, etc.)
 - ☐ Support chromebook collection