



Quality Data: The Role of Office Staff

Responsibility

You are responsible for entering important data accurately and completely, maintaining data security, and understanding how the data will be used.

Things to Think About

- Who uses the data that you enter (e.g., school board members, the principal, parents, teachers, students, payroll staff, the news media)?
- How are data used to make important instructional decisions (e.g., student placement)?
- What is the effect of the data you enter on schools or programs?
- What can you do to ensure the accuracy of the data you enter?

Things to Do

- Enter data accurately and in a timely manner.
- Ask for and attend professional development programs.
- Ask for appropriate instructions and documentation.
- Do not be afraid to ask questions about your responsibilities.
- Identify barriers to effective data entry procedures and communicate these to the principal or other appropriate personnel.
- Implement the district data security policies and procedures (e.g., change passwords frequently, do not share passwords, treat data confidentially, etc.).
- Check your work and run appropriate edit reports.
- Ask for help when you make an error.
- Identify a peer who does work similar to yours so that you can share ideas and best practices.
- Check your calendar for data reporting deadlines so that you can set aside time for data entry.

Outcomes (What's in it for me?)

You are at the center of any effort to build a Culture of Quality Data in your school. You take pride in and ownership of your work. You understand the importance of the data you are working with and have taken steps to raise the level of data quality in your school. As a side benefit, working more efficiently means that your data entry tasks will be easier and less frustrating.