

REGULATION #2622 DATA TEAM

The Vineland Public School District Data Team has as its prime objective the analyzing of test results and information for statistical and reporting purposes to meet local, state and federal requirements shall be the central focus of the Team's efforts.

Specific activities of the Data Team shall include, but not be limited to, the following:

1. interpret test results and reports for the improvement of the developmental and remedial instructional programs;
2. prepare statistical information for the Basic Skills Improvement Program Review Committee;
3. present test results to principals, supervisors and staff members;
4. provide test information and recommendations for curriculum improvement;
5. attend meetings relative to testing and its relationship to the preparation of applications, proposals and reports;
6. assist in the purchase and/or development of instructional materials to aid students with test taking and understanding;
7. communicate and coordinate computer needs with district's Assistant Business Administrator; and
8. provide statistical information for reporting, grant development and evaluation.

To facilitate fulfillment of Data Team tasks, designated personnel within the school district will be called upon to assist in assignments relative to their area(s) of expertise and certification. In addition, the following shall be done:

1. meetings which individual team members would be required to attend would be limited to those requiring the knowledge and skills needed;
2. the purchase of test reports which provide the required statistics and information and reduce the time and energy of Data Team members will be encouraged;
3. efforts will be made to have computer programs purchased or developed to lessen or eliminate manually performed tasks;
4. production schedules for the reproduction of computer generated information will be set;

5. clerical and/or maintenance worker assistance will be provided for test counting, distribution, checking, mailing and storage and for related activities;
6. out-of-district meetings essential to Data Team responsibilities will be attended by a limited number of personnel required; and
7. segments of staff meeting will be used to discuss information commonly needed.

Vineland's Data Team will be under the leadership of the Assistant Superintendent for Curriculum and Instruction. A supervisor will serve as the Team's coordinator/facilitator. Other assignments shall include:

- (a) The Supervisor of Compensatory and Federally Funded Programs to complete project applications and reports.
- (b) A supervisor assigned to bilingual/ESL test analysis, applications, reports and improvement of curriculum and instruction.
- (c) A counselor, on-call, to aid in the completion of statistical analysis of test information, interpreting data to principals, supervisors and ACHIEVE Review Committee and recommending improvement in guidance, counseling and instruction.
- (d) A principal to serve as on-call consultant to aid in providing an interpretation of information and its use in school programs.

Issued: 11 June 1997