

Data Steward Responsibilities

- Coordinate data collection process
- Provide training
- Resolve errors
- Establish audit procedures (data certification)
- Create Data Collection Calendar
- Develop and disseminate data entry standards
- Interpret data entry manuals for end-users
- Collaborate with others (directors of curriculum, special education, assessment, etc.)
- Collaborate with the IT Director to enhance computer software for data entry, correction, and auditing
- Be the driving force for maintaining data accuracy, utility, timeliness, and security
- Be aware of the complexity and changing nature of the data required for state and federal accountability (State Collections, NCLB, etc.)