



Department of Data, Research and Assessment

Cleveland Heights–University Heights

DEPARTMENT OVERVIEW

The Data, Research, and Assessment Department ensures that educators, administrators, and families have access to accurate, timely, and meaningful information to support student success. Our team manages the district's assessment systems, state and federal reporting (EMIS), and student information systems, along with the processes that maintain high-quality student data. We create clear and actionable data visualizations, presentations, and reports that help stakeholders interpret trends, monitor progress, and make data-informed decisions. We also provide direct support to all members of the school community—including staff, families, students, and external partners.

DEPARTMENT OVERVIEW

We provide accurate, timely, and meaningful information to support student success.

- ❑ Manage assessment systems, EMIS reporting, and student information systems
- ❑ Oversee processes that maintain high-quality, reliable student data
- ❑ Create actionable data visualizations, presentations, and reports
- ❑ Provide direct support to all members of the school community – staff, families, students, and external partners

DEPARTMENT ORG CHART



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Director of Data, Research,
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Becky McDonald
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Instructional Specialist



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Tuition & EMIS



Mary Pigott
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CHUH Data Department Vision Statement

The Data, Research and Assessment Department of CHUH Schools knows that **data is more than just numbers**; it is a powerful tool for educational transformation.

We create a **culture where data** drives continuous improvement and **enhances educational experiences for all students**.

Data-driven insights enable the school community to develop the programs, allocate the resources, and implement best practices to optimize student outcomes.

CHUH Data Department Mission Statement

The data department makes it easy for educators, administrators, and families to do the right thing for students by providing accessible and meaningful data that supports data-informed decision-making.

We make it easy for people to do the right thing!

DISCLAIMER

This does not mean the right thing is easy to do.

DEPARTMENT KEY PERFORMANCE INDICATORS (KPIs)

The Data Department creates and or maintains the systems and structures used to identify and monitor school and district KPIs.

Examples include:

- Infinite Campus: Our Student (and Staff) Information System (SIS)
- Renaissance Learning: Data & Assessment Warehouse, eduCLIMBER (MTSS/Intervention tracking)
- Ohio Assessment Portal and Assessment Authoring System
- NWEA MAP
- Acadience Reading K-6
- Tableau: Data Visualization Tool

FOCUSED AREAS OF WORK IN DISTRICT ONE PLAN

	Specific Strategies or Action Steps Outlined in the Plan
Goal 1: Attendance	Build staff capacity and systems to deliver and proactive, tiered attendance supports
Goal 3: Instruction	The Data & Assessment Team will develop and distribute a district-wide testing calendar and establish standardized data analysis protocols.
Goal 4: Literacy	Review data during District Data days using district-developed data protocol & plan instruction based on needs identified in the data, including a focus on AA students, SWD (IEP/504), and students learning English
Measuring Progress Towards the KPI & Providing Professional Learning and Support	

CYCLE OF WORK – Assessment

	Fall	Winter	Spring	Summer
Professional Learning	New & returning staff – data and assessment tools	Administration and analysis of NWEA MAP, Acadience and Interims/Benchmarks	Roster Verification and Spring Testing	New & returning staff – data and assessment tools
Assessment Administration & Analysis	NWEA MAP Interims Acadience Grade 3 ELA OST PSAT	NWEA MAP Interims & Benchmarks Acadience MOY High School EOC School Day SAT	NWEA MAP Interims Acadience EOY All grades Spring OST/EOC	Grade 3 OST High School EOC
One Plan & KPI	Preparing for release of the prior year state report card	Predicting Current Year State Report Card Performance – Early Literacy, Graduation & Achievement	Spring Testing	Updating one plan KPIs related to end of year performance
Data Requests and Data Visualizations	Assessment, Attendance, Behavior, Enrollment, Family Communication, Grades, Graduation, Gifted, Transportation			

CYCLE OF WORK – EMIS

	Fall	Winter	Spring	Summer
ODEW Data Collections	Calendar, Beginning of year student, Assessments	Federal Child Count, Teacher Licensure/ Course	Assessments, Mid Year student, Roster Verification	End of year student, Calendar, Assessments, Course, Graduation, Graduate Credit Progress, Course Grades
Report Card Data	Reading diagnostic data, graduation, enrollment	Exiting student surveys (CTE), Gifted data	Review students enrolled for full academic year, Exiting student surveys (Graduates/Students with Disabilities)	Attendance data review (all year), Test scores/report card data review
Funding Reporting	Student enrollment and withdrawals, category funding (SWD, gifted, homeless, EL), CTE courses and rosters	Semester 1 tuition funding/Per diem report, CCP funding	Excess Costs and Threshold Cost reports	Semester 2 tuition funding/Per Diem report, CCP funding, ADM funding review (all year)
Staff/ Course Reporting	Course data review	CCP courses, Staff licensure	Roster Verification	Student course enrollments (all year)

CYCLE OF WORK – Student Information Specialist

	Fall	Winter	Spring	Summer
Professional Learning	New Staff – Attendance, Grades, Behavior & Communication Tools	Scheduling, Office Staff Training – Attendance, Behavior, & Reporting	General Infinite Campus user training – navigation, reports	Feedback review and planning for new school year
SIS Maintenance	New school year configurations and changes	First semester grades and transcript posting	End of year records closure, new student online registration	New school year set up
Data Integrations	Ensure access to multiple curricula and programs for staff and students	Configure new integrations and streamline processes	Prepare SIS for next school year integration	New school year data integration
Family Engagement & Communication	Creating User Accounts – Students, Staff and Family	Parent/Teacher Conference Registration	Kindergarten Online Registration	Annual Update for Families