

Starpath Programme – Key Personnel in Schools

Starpath has identified key personnel to manage the database, student achievement and academic counselling functions within each school. These are part-time roles and will require the school to allocate time to the positions.

1. Database Manager (DM)

Main Role: to build, maintain and provide for appropriate use of the school academic database.

Skills/Knowledge	Tasks
<ul style="list-style-type: none"> • Knowledge of school Student Management System (SMS) and school ICT network (server/intranet/internet). • Strong EXCEL skills. • Internal school system knowledge. • High level of organisation. • Management and communication skills. • Problem-solving orientation. 	<ul style="list-style-type: none"> • Exporting/inputting data to SMS in timely manner. • Organisation and collection of longitudinal test data. • Security, storage and maintenance of high quality data. • Supplying high quality data to SAM, academic counsellors and other staff. • Working with SAM, academic counsellors and other staff.

2. Student Achievement Manager (SAM)

Main Role: to track and monitor student progress, to carry out the analysis and interpretation of school data, to communicate with staff, and to help formulate interventions.

Skills/Knowledge	Tasks
<ul style="list-style-type: none"> • Knowledge of school Student Management System (SMS) and school ICT network (server/intranet/internet). • Knowledge of school entry test data and interpretation (e.g., PATs, etc). • Strong EXCEL skills. • Extensive internal school system knowledge. • Understand school timetable. • Good knowledge of school curriculum structures and materials. • Extensive knowledge of NCEA. 	<ul style="list-style-type: none"> • Work with database manager and academic counselling manager. • Exporting/inputting data to SMS. • Manipulation and analysis of data (e.g., NCEA schools results, asTTle) to analyse trends and establish targets. • Use of SMS for monitoring and tracking student progress. • Problem solving and interpretation of data. • Ensuring school's adherence to policies on data management and particularly those affecting NCEA and links to NZQA.

<p>qualifications and criteria, including standard details and changes.</p> <ul style="list-style-type: none"> • Good communications skills. • Good analytical skills, including problem solving and statistical skills. • High level of organisation. • Management skills. • Future-focused orientation. 	<ul style="list-style-type: none"> • Communication with external (e.g., parents/whānau, community) and internal (e.g., staff, HODs, SMT) groups. • Working with academic counselling manager to plan and timetable Academic Counselling (AC) sessions. • Ongoing evaluation of programme. • To lead the school data implementation team in conjunction with the Principal to organise implementation and develop policies and strategies.
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3. Academic Counselling Manager (ACM)

Main Role: to organise the academic counselling within the school, be responsible for professional development of staff for AC, and organise student achievement communication with the community.

Skills/Knowledge	Tasks
<ul style="list-style-type: none"> • Extensive knowledge of the school's systems. • Understanding of school timetable. • Good knowledge of school curriculum structures and materials. • Extensive knowledge of student achievement data. • Good communications skills. • High level of organisation. • Management skills. 	<ul style="list-style-type: none"> • Working with SAM to plan and timetable AC sessions. • Monitoring progress of AC. • Identifying and providing (or making provision for) professional development and resource materials for AC. • Presenting to different forums – staff, parents/whānau, staff, HoDs, SMT etc. • Evaluation of programme. • Planning and organising Parent-Student-Teacher (PST) meetings.

4. PST Conference Co-ordinator

Some schools choose to allocate the organisation of the Parent-Student-Teacher (PST) Conferences to another person. This person works with the SAM and the ACM to plan and organise for the PST meetings, including meeting professional development needs, arranging pre-event materials and conducting post-event evaluation.