## **Data Collection Coordinator**

Q. What is the role of the *Data Collection Coordinator*?

A. The *Data Collection Coordinator* (formerly known as the Local Evaluator) is responsible for grant local evaluation activities, which involves gathering and submitting survey and observation data to the TRC Leadership team. The *Data Collection Coordinator* is not responsible for analysis of data that is collected at the local or state level. The TRC Leadership team will provide support and training to the *Data Collection Coordinator* and assist with data analysis.

Q. What is required of the Data Collection Coordinator in regard to classroom observations?

A. The *Data Collection Coordinator* should schedule (6) 30-40 minute observations in each of the TRC Classrooms/control classroom during instruction in the content area of focus (ie. Math, Reading or Science). The suggested timeframe for classroom observations is as follows:

August 30 – September 10, 1010 October 4 -15, 2010 November 8-19, 2010 January 10-21, 2011 February 7-18, 2011 April 18 – May 6, 2011

The above schedule allows an approximate 2-week window for the *Data Collection Coordinator* to conduct observations in each of the 5 classrooms (4 TRC and 1 Control Classroom). This schedule should be used for planning and budgeting purposes, and may be adjusted once the TRC Leadership Team meets with the *Data Collection Coordinators*.

Q. What does the Observation protocol look like?

A. The current observation form is posted at: <a href="http://www.kansastrc.org/page/research-1">http://www.kansastrc.org/page/research-1</a> This is currently being reviewed and will be revised for the 2010-11 school year observations.

Q. Will training in the Observation protocol be provided?

A. Yes. The TRC Leadership Team will provide a one-day training for all *Data Collection Coordinators* in the Fall, as outlined in the RFP. Travel expenses for this training should be included in the TRC Grant Budget.

Q. Are you requiring any surveys to be collected by the *Data Collection Coordinator* and if so are they developed by ALTEC or by the *Data Collection Coordinator*?

A. Yes, surveys will be given to all stakeholder groups (students, teachers, facilitators, administrators). Unlike previous years, the surveys will be the same across all TRC Grants. Surveys will be developed by ALTEC, with input from previous TRC grantees. The *Data Collection Coordinator* will be responsible for administering these surveys and following up with participants to ensure timely completion. This may include working with the Technology Director/Teachers to resolve any issues with electronic delivery of the surveys.

Q. Will the *Data Collection Coordinator* have access to the data collected for the local teachers/team so it may be used in planning for Professional Development and other local team needs?

A. Yes. The TRC Leadership Team will provide the *Data Collection Coordinator* with individualized support to leverage the data collected to target the needs of the local TRC Team.

Q. How do we figure out which classroom to target for a control classroom?

A. After the Grants are awarded, the TRC Leadership Team will work with individual grant recipients to identify an appropriate control classroom. The grant writing team may "assume" this component, and focus solely on identifying the 4 TRC Teachers to participate in the grant. The TRC Leadership Team does not want the Control Classroom issue to burden or detract from grant writing. The process for identifying a control classroom will be individually addressed to meet the project requirements. The priority for identifying control classrooms is as follows: 1) A classroom at the same grade level within the same district (attempting to match school demographics) 3) A classroom at the same grade level in a different district (attempting to match school demographics). The TRC Leadership team will work with individual grant recipients in the identification/selection process for control classrooms.

- Q. Can the TRC facilitator, building principal of the proposed TRC School or superintendent be the *Data Collection Coordinator*?
- A. No. The *Data Collection Coordinator* should be someone without other responsibilities in the project. The *Data Collection Coordinator* should be someone without evaluation responsibilities for TRC Teachers/Team. The *Data Collection Coordinator* should be someone without a vested interest, opinion or bias in the success of the project.
- Q. Can the Data Collection Coordinator be someone within the district?
- A. Yes, provided this person does not have a direct responsibility of teacher evaluation/supervision for the TRC Teachers & Control Classroom Teacher. It will be important for the *Data Collection Coordinator* to know the school schedule (including specials and assemblies) and have a good working relationship with the local TRC grant team, including the Teachers, Facilitator and Technology Director to be able to respond to schedule changes and resolve issues with electronic delivery of surveys.
- Q. Can the Data Collection Coordinator be a consultant/contracted individual?
- A. Yes (provided the district adheres to state and local purchasing laws surrounding contracts for services). Districts may seek assistance from any of the Kansas Institutions of Higher Education who may have professors/assistant professors/instructors/graduate students with interest in supporting the KS TRC Data Collection initiative. Districts should look for those with experience in conducting classroom observations, student data analysis, or program evaluation to assist them in the required data collection activities.
- Q. I did not see any funding requirements for the *Data Collection Coordinator* travel. Should this be included in the budget?
- A. Yes—the funding for the *Data Collection Coordinator*, and the associated travel for classroom observations should be included in the TRC Budget. TRC RFP indicates the budget should include funds ranging from \$2,625 to \$5,250 (representing 1.5% to 3% of total project amount of \$175,000) for the *Data Collection Coordinator* /Activities. This may be salary/fringe/travel (if this is a district employee), or it may be contractual (if this is an out of district/consultant contract for services).