THE EIGHT STEPS TO BECOMING A *FUNCTIONAL* FUNCTIONAL EXPERT

1. Identify the federal, state, program, and district governance that guides the area of instructional accountability in which you work and oversee.

2. Identify best practice in this area and devise strategies to use best practice to meet the requirements or to incorporate best practice into the process.

3. Define the business rules that we must use to meet the requirements. The FL must take policy issues through his/her chain of command to have changes or to secure affirmation. Use existing structures to gather input for business rules development and to gather feedback on the final recommendations. Even oversee a pilot if there is possibility of burden for the schools.

4. Identify how the current systems supporting student information and instructional accountability can support meeting the requirements. (This is done with the functional lead and the technical leads for this area, individuals who are knowledgeable about how the systems work and the capacity of the systems)

5. Identify any gaps in our current systems and present to the SIS Strategic Planning Committee

6. Review the output (reporting) structures we have in our systems that will support these requirements. Identify gaps and use the SIS Strategic Planning Committee to address these gaps. This includes working with the STARS team if your area includes a reported element.

7. Establish routine reporting and on-demand reporting for schools, programs and departments; and create (with the ReportMax lead if needed) any alert/exception/reports that will serve as the basis for data integrity (an extension of Quality Assurance)

8. Develop a process for annual review of requirements and the evaluation of processes that were established to meet the business rules. Make necessary modifications and refresh field staff working in the area (with review at an administrators’ meeting, optional or mandatory meetings, or as an agenda item on existing meetings e.g. CLP meetings, level meetings, cluster meetings, director meetings and SLT)