



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OSSE LEA Points of Contact (POC) Descriptions

Overview

This document describes Points of Contact (POCs) listed in eSchoolPLUS. LEAs are required to add and update these POCs throughout the school year. Relevant divisions at OSSE often use these Points of Contact to reach out to LEAs. For example, the Division of Health and Wellness may contact listed Health POCs.

Points of Contacts

POC Type	Description
<i>Leadership POCs</i>	
Chief of Staff	Assists LEA leadership in coordinating educational programs and services
Executive Director	Responsible for day-to-day operations, including general administration of all instructional, business, and other operations
Head of School	Responsible for overall administrative leadership
Chief Academic Officer	Develops and implements short- and long-term plans for the LEA, including educational activities, strategic and operational planning, and compliance with OSSE and U.S. Department of Education requirements, regulations, and policies
Principal	Responsible for leadership of an entire community within a school
<i>Data & Technology POCs</i>	
ADT Technical Manager	Maintains the Automatic Data Transfer (ADT) machine
Information Technology Contact	Responsible for technical support with computers and network services
LEA Approver	Manages changes to students' authoritative data at the LEA level
LEA Data Manager	Ensures all data requests from OSSE are completed in a timely manner and maintains eSchoolPLUS POCs and calendars
LearnDC POC	Liaison for data on LearnDC

POC Type	Description
Person Completing Contact Information	Updates contact information in eSchoolPLUS
School Approver	Manages changes to students' authoritative data at the school level
Faculty and Staff POC	Responsible for managing and reporting faculty and staff data
<i>Enrollment POCs</i>	
Admissions and Enrollment Staff Member	Manages recruiting, admitting, and enrolling students
LEA Enrollment Audit Point of Contact	Coordinates and manages the enrollment audit, including ensuring deadlines are met, reviewing data for accuracy and completeness, preparing for site visits, coordinating documentation, and uploading documents
<i>Finance POCs</i>	
Business Manager	Responsible for financial and administrative activities
Chief Financial Officer	Directs fiscal functions
LEA Finance/Grants Manager	Responds to financial and grant-related report requests and questions
<i>Health POCs</i>	
Athletics Staff Member	Manages athletic programs
Health POC	Responsible for health matters, including Healthy Schools Act implementation, annual health assessment, and biennial Youth Risk Behavior Survey
School Mental Health Professional	Ensure students receive needed social and emotional or behavioral health services
School Nurse	Responsible for providing on-site, school-based health services and referrals to community-based services
<i>Special Populations POCs</i>	
Homeless Liaison	Responsible for identifying homeless students, connecting them with services and documenting referrals
LEA Special Education POC	Responds to OSSE requests related to special education, including updates to data systems and training and assistance to other LEA and school staff related to the Special Education Data System (SEDS)

POC Type	Description
LEP Coordinator	Responsible for the identification and classification of students who are English Learners and for ACCESS test activities
Pre-K Special Ed POC	Responds to all OSSE requests about students in pre-K who are special education students, including updating data systems and providing training and assistance to other staff for SEDS and DC Corrective Action Tracking System (DC CATS)
Other POCs	
ACCESS for ELLs 2.0 Coordinator	<p>If ACCESS for ELLs 2.0 is not managed directly by the LEA Assessment Manager, an ACCESS for ELLs 2.0 Coordinator should be identified. This individual is responsible for the following:</p> <ol style="list-style-type: none"> 1. Preparing for test administration (rostering); 2. Training and support school personnel in all aspects of assessment; 3. Managing test administration; 4. Liaising with LEA Assessment Manager; 5. Liaising with LEA Data Manager and OSSE on assessment data management functions; and 6. Disseminating assessment-related communications to LEA- and school-level staff, where needed.
Assessment POC	This role is identified for LEA-level individuals, outside of the LEA Assessment Manager, who are interested in receiving OSSE communications regarding assessments.
Assessment Specialist	<p>NOTE: Please assign to at least one of the following POC types:</p> <ol style="list-style-type: none"> 1. ACCESS for ELLs 2.0 Coordinator; 2. Assessment POC; 3. LEA Assessment Manager; and/or 4. MSAA Coordinator.
Campus Emergency Contact #1	Serves as the primary contact in emergencies
Campus Emergency Contact #2	Serves as the secondary contact in emergencies
Comms/Govt/Outreach Staff Member	Responsible for communication and outreach, including media relations and publications, and engagement with parents, educators, students, and the public

POC Type	Description
LEA Assessment Manager	<p>The LEA Assessment Manager serves as the primary point of contact for OSSE for all statewide assessment functions. This individual is responsible for the following:</p> <ol style="list-style-type: none"> 1. Implementing statewide assessment policies; 2. Developing and implementing LEA-level assessment policies; 3. Preparing for test administration (rostering); 4. Training and support school personnel in all aspects of assessment; 5. Managing test administration; 6. Liaising with LEA Data Manager and OSSE on all assessment data management functions; 7. Managing LEA-level assessment reporting; and 8. Disseminating assessment-related communications to LEA- and school-level staff (e.g., English learner and students with disabilities staff).
LEP Coordinator	<p>Responsible for the identification and classification of students who are English Learners and for ACCESS test activities</p>
MSAA Coordinator	<p>If the Multi-State Alternate Assessment (MSAA) is not managed directly by the LEA Assessment Manager, a MSAA Coordinator should be identified. This individual is responsible for the following:</p> <ol style="list-style-type: none"> 1. Preparing for test administration (rostering); 2. Training and support school personnel in all aspects of assessment; 3. Managing test administration; 4. Liaising with LEA Assessment Manager; 5. Liaising with LEA Data Manager and OSSE on assessment data management functions; and <p>Disseminating assessment-related communications to LEA- and school-level staff, where needed.</p>
Transportation Manager	<p>Responsible for completing and maintaining Transportation Request Forms (TRFs) in the Transportation Online Tool for Education (TOTE)</p>