



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

The table below lists the POCs and descriptions.

POC Type	Description
<b><i>Leadership POCs</i></b>	
<b>Head of School</b>	Responsible for overall administrative leadership.
<b>Principal</b>	Responsible for leadership of an entire community within a school.
<b><i>Data &amp; Technology POCs</i></b>	
<b>ADT Technical Manager</b>	Responsible for maintaining the Automatic Data Transfer (ADT) machine
<b>LEA Approver</b>	Responsible for managing changes to students' authoritative data at the LEA-level
<b>LEA Data Manager</b>	Responsible for ensuring all data requests from OSSE are completed in a timely manner and maintains eSchoolPLUS POCs and calendars
<b>School Approver</b>	Responsible for managing changes to students' authoritative data at the school-level
<b>Faculty and Staff POC</b>	Responsible for managing and reporting faculty and staff data
<b><i>Enrollment POCs</i></b>	
<b>LEA Enrollment Audit Point of Contact</b>	Responsible for coordinating and managing the enrollment audit, including ensuring deadlines are met, reviewing data for accuracy and completeness, preparing for site visits, coordinating documentation, and uploading documents.
<b>School Enrollment Audit POC</b>	Responsible for coordinating and managing the enrollment audit, including ensuring deadlines are met, reviewing data for accuracy and completeness, preparing for site visits, coordinating documentation and uploading documents at the school-level.

<b><i>Finance POCs</i></b>	
<b>Chief Financial Officer</b>	Responsible for directing fiscal functions.
<b>LEA Finance/Grants Manager</b>	Responsible for financial and grant-related report requests and questions.
<b><i>Health POCs</i></b>	
<b>Health POC</b>	Responsible for health matters, including Healthy Schools Act implementation, annual health assessment, and biennial Youth Risk Behavior Survey.
<b>Nutrition POC</b>	Responsible for nutrition matters, including monthly submission of breakfast meals served.
<b><i>Special Populations POCs</i></b>	
<b>CFSA POC</b>	Responsible for serving as a foster care liaison with CFSA
<b>Early Childhood Transition Coordinator</b>	<p>Responsible for serving as the first external point of contact to answer questions from Head Start Agencies and other early childhood education programs about students transitioning to the LEA/school in Pre-K or kindergarten.</p> <p>May work with other LEA staff to coordinate prospective student events, transition policies, student data, joint professional development with early childhood programs, and other supports for incoming students entering the LEA.</p>
<b>ELL/LEP Coordinator</b>	Responsible for the identification and classification of students who are English Learners and for ACCESS test activities.
<b>Homeless Liaison</b>	Responsible for identifying homeless students, connecting them with services and documenting referrals.
<b>LEA Special Education POC</b>	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)
<b>Pre-K Special Ed POC</b>	Responsible for answering to all of OSSE's 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).
<b>School Special Education POC</b>	Responsible for responding to all of OSSE's 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).

**Other POCs**

<b>ACCESS for ELLs 2.0 Coordinator</b>	<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.</p> <p>Responsible for the below.</p> <ol style="list-style-type: none"><li>1. Preparing for test administration (rostering);</li><li>2. Training and support school personnel in all aspects of assessment</li><li>3. Managing test administration;</li><li>4. Liaising with LEA Assessment Manager</li><li>5. Liaising with LEA Data Manager and OSSE on assessment data management functions</li><li>6. Disseminating assessment-related communications to LEA- and school-level staff, where needed.</li></ol>
<b>Assessment POC</b>	<p>Responsible for serving as an additional POC to receive OSSE communications regarding assessments at the LEA-level.</p>
<b>Attendance POC</b>	<p>Responsible for managing students' attendance at the LEA-level.</p>
<b>Counselor</b>	<p>Responsible for ensuring students receive access to academic enrichment opportunities.</p>
<b>LEA Assessment Manager</b>	<p>Responsible for serving as the primary point of contact for OSSE for all statewide assessment functions. This individual is accountable for the following:</p> <ol style="list-style-type: none"><li>1. Implementing statewide assessment policies;</li><li>2. Developing and implementing LEA-level assessment policies;</li><li>3. Preparing for test administration (rostering);</li><li>4. Training and support school personnel in all aspects of assessment;</li><li>5. Managing test administration;</li><li>6. Liaising with LEA Data Manager and OSSE on all assessment data management functions;</li><li>7. Managing LEA-level assessment reporting; and</li><li>8. Disseminating assessment-related communications to LEA- and school-level staff (e.g., English learner and students with disabilities staff).</li></ol>
<b>MSAA Coordinator</b>	<p>If the Multi-State Alternate Assessment (MSAA) is not managed directly by the LEA Assessment Manager, a MSAA Coordinator should be identified.</p> <p>Responsible for the below.</p> <ol style="list-style-type: none"><li>1. Preparing for test administration (rostering);</li><li>2. Training and support school personnel in all aspects of assessment</li><li>3. Managing test administration</li></ol>

	<ol style="list-style-type: none"> <li>4. Liaising with LEA Assessment Manager</li> <li>5. Liaising with LEA Data Manager and OSSE on assessment data management functions</li> <li>6. Disseminating assessment-related communications to LEA- and school-level staff, where needed</li> </ol>
<b>School Discipline Manager</b>	Responsible for school discipline matters, including responding to OSSE’s requests related to the collection and submission of the annual school discipline collections.
<b>School Garden Coordinator</b>	<p>Responsible for managing the school garden program</p> <p>Typically school garden coordinators teaches garden-based lessons, maintains gardens, and works with teachers to develop garden-based lessons</p>
<b>STAR Framework LEA Access</b>	Responsible for accessing the STAR Framework application to review LEA-level data.
<b>STAR Framework School Access</b>	Responsible for accessing the STAR Framework application to review school-level data.
<b>Transportation Manager</b>	Responsible for completing and maintaining Transportation Request Forms (TRFs) in the Transportation Online Tool for Education (TOTE)