



ACHIEVE LEA User Manager

Purpose: Currently, ACHIEVE has Data Leads and Data Technicians whose role is to provide support and access to various tools in ACHIEVE. Initially access to the IEP and IFSP side was their primary role.

Since then, there has been development of Phase 2 / General Supervision (GS) tools to assist with continuous improvement efforts, data collection, focused monitoring and dispute resolution tools that will now be housed in ACHIEVE. Some of the GS tools involve specific LEA staff who need a level of access to utilize the tool. In order to provide some flexibility and a shorter response time for granting the LEA access, a decision was made that there should be an LEA User Manager who is able to give LEA access only (in a similar manner to what an ACHIEVE Data Tech / Data Lead currently does.)

LEA User Manager Role

The LEA User Manager will manage roles and permissions to certain GS tools in ACHIEVE. They will NOT be managing any of the roles for ACHIEVE Phase 1 IEP / IFSP as those roles already have been predefined and a process is in place.

Some examples of the GS Tools that the LEA User Manager will be managing roles / permissions for include:

- [IDEA-DA Implementation Plan](#)
- [Framework Implementation Tool \(FIT\) Reporting](#)
- Coach Self-Assessment (CSA) Reporting
- Iowa Literacy Observation Tool (ILOT) Reporting

These are a few of the tools that the LEA User Manager would be managing at the district / building level.

Because there could be many changes to who needs access to the GS tools within a district from year-to-year, we felt it made sense to create the role of LEA User Manager.

Knowledge/Skills/Time considerations: LEA User Manager

Knowledge:

- Working knowledge of how to access the GS tools in ACHIEVE
 - ACHIEVE Login > My Tools > GS Tool Steppers
- Working knowledge of the GS tools that he/she will be managing
 - Gained through User Guide / Video recording of those tools
- Ability to manage User Roles across the district
 - Training provided by ACHIEVE Super Admin / Data Techs / Data Leads
- Working knowledge of how LEA users gain access to ACHIEVE
 - SIS (flag) > Email address alignment between SIS and ACHIEVE

Skills:

- Communication
 - Ability to set up / follow through communication systems within the district / building
- Technology Skills
 - Ability to set up users through the ACHIEVE User Management section of ACHIEVE
 - Ability to navigate the GS Tools that are included in ACHIEVE and assist district / building users with issues they encounter

Time Commitment

- At the beginning of each school year, there may be more time needed to get district users set up in the GS tools that the LEA User Manager oversees
- After that, there will be less time needed for the LEA User Manager responsibilities on a weekly basis.

Responsibilities of LEA User Manager

- Manage LEA (district / building) roles for identified GS tools
- Develop communication process within their district regarding GS tool access needed / granting that access
- Develop a recording process for keeping track of who has access to which tools
 - Keep the list up-to-date
- Assist GS tool users with troubleshooting the use of the GS tools
 - Become familiar with the GS Tool User Guides including “how to” videos
- Communication link between district / building GS users and ACHIEVE Data Techs/Leads as needed to ensure smooth use of the tools
- Other