



Task List

Position title:	KAMAR Coordinator Task List
Terms	Fixed-term, 1 fixed-term MU
Liaison with	Principal, Liaison with Upper School and Kindergarten / Lower School Coordinators

Key Expectations:

- To uphold our Special Character and align all work with the Treaty of Waitangi, Registered Teacher Criteria and New Zealand Curriculum.
- Hold overall responsibility for whole school timetable, including entering the timetable (created by other staff member) and keeping it up to date.
- Continue development of a sustainable method of reporting to students and their parents on individual student achievement.
- With KAMAR provider assistance, create mark books for recording student results including SSC/NCEA, PATs, STAR, NZC objectives, asTTle, Burt etc.
- Improve teacher knowledge of KAMAR systems in accessing range of data for attendance, achievement information and pastoral information by providing staff training sessions., to improve whānau-school partnerships focused on engagement and achievement.
- Collate KAMAR data on Māori and Pacifica students and priority learners' achievement available to teachers, to enable them to improve the educational success of these students.
- Facilitate the use of KAMAR to establish an on-going record of each student's extra-curricular activities and achievements.
- Be active in the promotion of KAMAR as a "care tool" to all staff, enabling new habits of data entry, evidence and information retrieval.
- Help teachers and admin use KAMAR to set up groups for camps and EOTC activities to refine the health and contact information processes.

I have read and understood this document:

<i>Signed by: Employee</i>		<i>Signed: Principal</i>	
_____	_____	_____	_____
<i>Name</i>	<i>Date</i>	<i>Caroline Gray</i>	<i>Date</i>