



## **DVAL JOB DESCRIPTION 2024-2025**

**JOB TITLE:** Data Control Coordinator

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The Data Control Coordinator ensures that all info posted on the DVAL Website is accurate and up to date. This is a Board position, therefore attendance at monthly board meetings is required.

### **DETAILED RESPONSIBILITIES:**

- Checks the Website on a regular basis to ensure that all information provided by members of the DVAL Board of Directors is accurate and up to date.
- The Data Control Coordinator will inform the Webmaster of any necessary changes.
- The Data Control Coordinator is *not* responsible for making any changes directly to the Website. This remains the responsibility of the Webmaster.