

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Data Specialist (Head Start/Early Head Start)</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	8
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	492
<b>Reports to:</b>	Head Start/Early Head Start Data and Compliance Manager

### **JOB SUMMARY**

Under the direction of the Head Start/Early Head Start Data and Compliance Manager, the Data Specialist is responsible for creating and maintaining the Family Information System database, compiling and reporting the Performance Indicator Report (PIR), creating ongoing monitoring reports and monitoring program wide data accuracy

### **ESSENTIAL JOB FUNCTIONS**

- Provides leadership in developing and implementing the Family Information System data tracking process and ensuring accuracy of data input into the system.
- Provides training for staff (Family Service Workers, Teachers, Specialists and Managers) in the use of the Family Information System for managing and integrating complex data pertinent to their job responsibilities.
- Compiles reports from the Data Information System to meet the needs of individual managers in tracking, storing and monitoring data to inform program decisions.
- Manages class schedules, demographic information, and Special Education classification information into the Family Information System, Davis District Encore (Student System), and Teaching Strategies GOLD program (Child Assessment System).
- Updates Adds, Drops and Transfers in the Family Information System, Encore and Teaching Strategies GOLD program.
- Provides input pertaining to eligibility and selection requirements consistent with program policies.
- Produces federal and state reports.
- Reports monthly enrollment numbers to the National Office of Head Start.
- As part of the Data Team, meets regularly with the Data and Compliance Manager to provide updates on program status.
- Runs monthly attendance report and discusses the report with the Family and Community Partnership Manager.
- Compiles and presents the annual Performance Indicator Report (PIR) as required by the National Office of Head Start.

### **MINIMUM REQUIREMENTS**

- High School Diploma, some college preferred.
- Formal training in computer science, information technology, or related field
- Three (3) years of experience related to the above tasks, knowledge, skills, and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency in database management, word processing and spreadsheet programs.
- Knowledge of report generator software.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects at once; strong organizational skills.
- Knowledge of Head Start preferred.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*