

KAWERAK POSITION DESCRIPTION

DIVISION:	Children and Family Services
DEPARTMENT:	Head Start
JOB TITLE:	Data Specialist
POSITION STATUS:	Regular Full Time
EXEMPT STATUS:	Non-exempt
PAY SCALE GRADE:	10-11-12
REPORTS TO:	Child Development Services Manager

This position is responsible for Head Start/Early Head Start/Early Head Start-Child Care Partnership and Child Care Assistance data entry. Responsible for operation and management of the Head Start and Child Care data entry management programs. Produces monthly, quarterly, and annual statistical reports.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

Core Staff Responsibilities

1. Assist with implementing the goals, objectives and performance standards of the Head Start/Early Head Start/Child Care Programs.
2. Track all Program Information Report (PIR) data in regard to service area and submit monthly reports on the 7th of each month to the Director.
3. Develop, coordinate and monitor the integrated work plans, policies and procedures to ensure that performance standard and federal and state rules and regulations are being followed. Provide training and technical assistance to site staff to meet these regulations.
4. Participate in team planning with other specialists, site staff, and families to facilitate a seamless system of program delivery.
5. Follow Head Start Child Abuse and Neglect Policies and Standards of Conduct and Confidentiality Policies and report suspected cases of child abuse/neglect.
6. Advocate for services on behalf of children and families at state, regional and local levels.
7. Assist in the completion of the program's self and community assessments to plan for the future.
8. Coordinate and participate in Head Start/Early Head Start/Child Care pre-service for programs.
9. Maintain, update, and improve systems, procedures, work plans, manuals, Program Information Report (PIR) and other relevant reports for related service area.
10. Must attend required trainings and complete a training plan.
11. Manage company credit card using the e-requester system.

Data Specialist Responsibilities

Responsible for accurate and timely entry of assigned component services data.

Must become familiar with and understand federal and state regulations, HS Performance Standards, Child Care and Development Fund Block Grant regulations, State of Alaska Child Care Licensing standards and all applicable policies and procedures to ensure that essential data is collected, and securely maintained to meet confidentiality requirements.

Collaborates with core team members and reviews reports to ensure data entry is correct and accurate for reporting purposes.

Produces all required regular monthly and annual reports; and assists others with special reports as requested.

Takes part in and/or assist with special projects as assigned by supervisor.

Performs routine database administration duties including ensuring database access and connectivity support, user security settings, data input/output and data clean-up. Coordinates any data conversion, global updates or upgrades to the database.

Serves as the point person for all department database users for questions, suggestions and customization needs. Provides training on database use and reporting feature.

Works closely with Child Development Services Manager, ERSEA Specialist and software vendors to ensure that the database meets department needs. Communicates directly with vendors to maintain and troubleshoot database, as needed.

Other duties as assigned by the Child Development Services Manager.

QUALIFICATIONS:

1. Associate Degree in Office Management, Business Administration, Early Childhood or related field or responsible work experience in the field may substitute for the degree requirement on a year for year basis.
2. Ability to work effectively with people from a variety of backgrounds.
3. Excellent interpersonal and communication skills, including demonstrated writing ability required.
4. Computer, keyboarding and office skills required. Must possess basic computer knowledge and skills in Windows, Internet usage, Microsoft Office software, Excel and Word.
5. Must complete and submit a work physical upon hire and every five years after hire.
6. Must complete an annual TB screening.
7. Must hold First Aid/CPR Certification.
8. Must be dependable, self-motivated and able to work with minimum supervision.
9. Must be willing and able to travel.
10. Having a valid driver's license is preferred.
11. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

Native Preference Per Public Law 93-638

Approved (12-14-16)