



## DATA SPECIALIST – HEAD START

### SUMMARY/SCOPE/GOAL

Manages and maintains the data system used by the Head Start program to ensure collected data is accurate and analyzed, including ensuring data is being entered timely and accurately. Provides training to staff on processes within appropriate service areas to ensure the collection and entry of data is accurate, timely and compliant with Head Start Performance Standards. Work detail varies according to service area and specific routines must be learned on the job through daily association.

**Deleted:** Effective utilization of advanced clerical and specialized accounting skills in compiling, maintaining, and verifying diverse information.

### QUALIFICATIONS

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- High School Diploma or equivalent required.
- Experience in data entry, data validation, and data verification.
- Experience or demonstrated aptitude for collection, analysis, and reporting of data used in federal programs.
- Experience or demonstrated aptitude for using computer software, graphics, and statistical procedures.

**Deleted:** or special diploma

**Deleted:** educational

##### PREFERRED/DESIRED:

- AA/AS or a BS/BA from, a Regionally Accredited University/Program preferred.
- Bi-Lingual in English and Spanish is highly desired.

**Deleted:** Three years' work experience with Brevard Public Schools preferred.

#### CERTIFICATIONS/LICENSES/TRAINING:

##### REQUIRED:

- Valid Florida Driver's license must be maintained.

##### PREFERRED/DESIRED:

- First A

### PERFORMANCE RESPONSIBILITIES

#### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Operate a computer and all standard business office machines.
2. Maintain student and family information in the data management system, myHeadStart (MHS) used by the Head Start program for the purpose of tracking data for program operations and federal reporting purposes.
3. Responsible for the oversight of the data management system for accuracy. Work collaboratively with service area managers to ensure sufficient and accurate data is maintained by staff within MHS.
4. Responsible for the annual program set up in MHS, to include but not limited to service locations (schools), classrooms and teaching staff.

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5. Setting up User Groups and User Accounts in MHS to ensure staff have access to their assigned case load, tasks and reports as required by the Head Start Performance Standards and program policies and procedures.
6. Responsible for updating program statuses, as appropriate, to Enrolled, Withdrawn Application and Dropped from Program. Utilize AS400 to verify dates entered in MHS.
7. Monitor the Pre-Application Queue on a daily basis. Monitor Applied, Waitlist and Accepted lists for accuracy on a weekly basis.
8. Collaborate with the assistant director and service area managers to assist in the development of and provide MHS training to staff members as needed.
9. Monitor the Agency PIR (Program Information Report) on a monthly basis. Communicate with service area managers as needed to ensure PIR data is current and accurate. Collaborate with the assistant director to prepare and submit the Annual PIR.
10. Manage minimum data entry into AS400 for students Selected for the Head Start program to generate a BPS student number. Notify Food and Nutrition Services when children are selected for the Head Start program.
11. Attend trainings, workshops and meetings as deemed necessary by the immediate supervisor.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Knowledge of organization, program policies and procedures. Knowledge of Head Start Performance Standards. Ability to interact with office staff, families, BPS department staff and other agencies in a professional manner. Knowledge of poverty guidelines and selection criteria to determine program eligibility. Ability to perform independent decision making and problem-solving to accomplish assigned tasks. Ability to speak clearly and professionally. Working knowledge of computer hardware and software, scanner, and other office equipment. Ability to apply knowledge to work situations. Ability to use technology to keep records accurately. Ability to effectively interact with people.

#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

#### Deleted: ¶

Maintain student and family information in the approved data base for the purpose of tracking data for program operations and federal reporting purposes. (e.g. Promis). ¶

Manage the process from collection to dissemination of student records and performance data. ¶

Maintain entries on current program waiting list throughout the program year; monitor waiting list for accuracy on a monthly basis. ¶

Responsible for updated program enrollment data: inform the Head Start Coordinator of enrollment changes. ¶

Work closely with Head Start program staff to collect, enter and analyze accurate information on all Head Start applicants and clients. ¶

Generate Program Information Report and special reports as requested. Compile information into relevant demographic data reports for needs assessment and program planning. ¶

Provide outstanding customer service to Head Start program stakeholders including parents, students and school personnel. Respond appropriately to requests for help in understanding the Head Start ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) Process. ¶

Facilitate student registration, enrollment, and activation. ¶

Prepare office program documents as needed. ¶ Submit requested information in an accurate and timely manner. ¶

Oversee the archiving of required student and Head Start Program records. ¶

Work with the Head Start technology associate to support database training for other staff members as needed. ¶

Attend workshops and meetings as deemed necessary by the immediate supervisor to include occasional parent meetings and activities.

**Deleted:** A high level of reasoning ability, mathematics, written, and verbal skills. Ability to perform independent decision-making and problem-solving to accomplish assigned tasks. Working knowledge of computer hardware and software, scanner, and other office equipment. Knowledge of bookkeeping principles, and practices and standard office procedures. Ability to apply knowledge to work situations. Ability to use technology to keep records accurately. Ability to effectively interact with people

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**Deleted: (S) SEDENTARY WORK**  
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.¶

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Elementary Leading and Learning	<b>DEPARTMENT:</b>	Head Start Programs
<b>TITLE CODE:</b>	Tbd	<b>CONTENT BY:</b>	<u>Terri Barlow M. Ed. – Assistant Director of Head Start</u>
<b>GRADE:</b>	FF	<b>COMPENSATION:</b>	<u>Ellie Kelly – Human Resources</u>
<b>UNIT:</b>	1010 CORE	<b>LABOR RELATIONS:</b>	<u>Karyle Green, Ed.D.</u>
<b>LAST BOARD APVD:</b>	<u>Submitting 1/18/2022</u>	<b>CLASSIFICATION:</b>	<u>Beth Thedy, Ed.D.</u>
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos. – 255 Days		

- Deleted:** Teresa Wright
- Deleted:** Rick Morton
- Deleted:** Joy Salamone
- Deleted:** 12/11/2012
- Deleted:** Debra Pace

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	10/12/2012	Developed	Teresa Wright
1.2	11/1/2021	New format	Ellie Kelly – Human Resources
2.0	12/1/2021	Updated segments to meet current job responsibilities/goal and requirements.	Terri Barlow M. Ed. Assistant Director of Head Start

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.