

## BLAIR COUNTY HEAD START

## POSITION DESCRIPTION

**NAME:**  
**JOB TITLE:** Information Data Specialist  
Staff

**FLSA STATUS:** Non-Exempt  
**DEPARTMENT:** Administration  
Family &  
Community  
Partnerships

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### OVERALL PURPOSE:

This position is responsible to provide support to the Agency by entering data into the Agency's computer system, tracking services provided, and providing information and vital reports to service areas in connection with compliance efforts with Head Start performance standards.

### CORE ORGANIZATIONAL SUCCESS FACTORS:

#### 1. COMMUNICATION

##### PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail **and voicemail** daily and use basic word processing **and company management systems. (i.e. ChildPlus)** ~~to create written communication.~~
- Refrains from divulging confidential information **regarding students, families or employees.**
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner **including on social media.**

#### 2. CUSTOMER SERVICE

##### PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- **Responds to internal and external customer service inquiries in a timely manner.**

#### 3. PROFESSIONALISM

##### PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and ~~the Head Start service plan~~ **Head Start Program Performance Standards.**
- **Represents agency in a professional manner when attending any agency program or event.**

#### 4. RESPONSIBILITY/ACCOUNTABILITY

##### PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- **Follows all policies and procedures in Employee Handbook.**
- **Follows Recognizing Child Abuse and Mandated Reporter procedures.**

#### 5. TEAMWORK

##### PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.



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### ESSENTIAL FUNCTIONS: (other duties may be assigned)

#### ~~1. Enter in-kind data.~~

##### PERFORMANCE MEASURES:

- ~~Calculate/balance in-kind totals to match Monthly Dollars Summary Report no later than two weeks following month end.~~

#### 2. Enter applications/enrollment and Family Social Worker FCP data.

##### PERFORMANCE MEASURES:

- Enter data with 95% accuracy.
- Forward information to appropriate person(s) within five 5 business days.

#### 3. Enter health information.

##### PERFORMANCE MEASURES:

- Enter health history, physicals, dentals, fluoride, WIC, accidents reports, and growth assessments with 90% accuracy.
- Return forms to appropriate person within five 5 business days.

#### 4. Maintain and utilize ChildPlus Software.

##### PERFORMANCE MEASURES:

- Implement updates to software when applicable to ensure software is current.
- Respond to Agency staff questions within 24 hours.
- ~~Provide reports for Departments within three business days of request.~~
- Prepares and submits the Program Information Report (PIR) to the Department of Health and Human Services by June 30 August 1<sup>st</sup> of each program year.
- Maintain parent and staff notification system database.

#### 5. Maintain and utilize Pelican Software.

##### PERFORMANCE MEASURES:

- Enter child and parent information into enrolled classrooms.
- Enter attendance for state funded classrooms.
- Transfer child information to classroom locations and archive child information exiting the program.

#### ~~6. Manage the Agency's website.~~

##### PERFORMANCE MEASURES:

- ~~Update website information on the last week of each month.~~
- ~~Implement design changes to the website within two weeks of request or provide a work plan for projects requiring more than two weeks for completion.~~
- ~~Obtain technical support when problems arise to ensure availability of website 99% of the time.~~

#### 7. Attend meetings and trainings.

##### PERFORMANCE MEASURES:

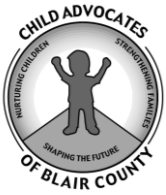
- Attend all DST meetings as scheduled.
- Attend all assigned trainings.

### OTHER DUTIES OF JOB:

- ~~Provide support services and monitoring for Agency computer hardware and software.~~
- ~~Distribute meal counts monthly.~~
- Print class lists.
- ~~Provide back up office support such as answering phones, faxing, copying e-mails, etc.~~
- Perform other related duties as required.

### SUPERVISION RECEIVED:

September 2004 October 2017



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Supervision is **typically** received from the ~~Health and Disability Services~~ FCP Manager.

### SUPERVISION ADMINISTERED:

This position **typically** does not require the supervision of staff.

### MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Ability to adapt to a constantly changing work environment
- Ability to manage multiple projects/tasks
- Ability to travel
- Ability to work under high pressure for results
- Maintain a high level of record keeping/routine paperwork
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity
- Work closely with others
- Work in a closely supervised environment

### PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

#### ***Constantly Incurred (More than 75% of time on job)***

Repetitive finger movement, Ability to use both hands, Use of color vision, Ability to communicate orally, Ability to hear conversation.

#### ***Frequently Incurred (Between 25% - 75% of time on job)***

Ability to sit, Ability to lift up to 10 lbs., Ability to use both legs, Ability to climb stairs.

#### ***Occasionally Incurred (Less than 25% of time on job)***

Ability to stand, Ability to walk, Ability to lift up to 40 lbs., Ability to carry up to 15 lbs., Ability to kneel, Reaching at high or low level, Ability to stoop, Ability to repeatedly bend, Ability to operate truck/motor vehicle.

### WORKING CONDITIONS TYPICAL OF THIS POSITION:

This position **typically** requires work in a normal office environment.

### PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

This position **typically** does not require the use of personal protective equipment.

### QUALIFICATIONS:

#### **EDUCATION**

- High School Diploma or General Education Degree (GED)
- Associate degree in Computer Science preferred

#### **EXPERIENCE/TRAINING**

- Six months to one year related experience/training with computers, office machines, word processing, software management and spreadsheets.

#### **LICENSE/CERTIFICATION**

- Valid Driver's License
- Act 33/34 34, 83, 151 Clearances

### KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

#### **PROBLEM SOLVING SKILLS**

- Troubleshoots or takes initiative to solve problems.



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### **COMMUNICATION SKILLS**

- Consistently uses good listening skills to remain informed and acts upon or acknowledges receipt of information.
- Ensures timely exchange of verbal information between employees or departments.
- Provides well-organized and clearly written information.

### **MATH SKILLS**

- Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

### **COMPUTER KNOWLEDGE**

- Word Processing Software
- Spreadsheet Software
- Internet/E-Mail
- ChildPlus

### **OTHER CHARACTERISTICS**

- Strong organizational skills and ability to prioritize tasks.
- ~~Ability to follow established confidentiality policy.~~
- Ability to use various office equipment, i.e., computers, copier, fax, shredder, printer, etc.
- Working knowledge of applicable regulations and Agency policies.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor/HR Representative

\_\_\_\_\_  
Date