



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Early Childhood Quality Data Technician** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS65H**
 Prepared/Revised Date: **March 28, 2018** Job Code: **32411**

SUMMARY: Responsible for supporting the Early Childhood Program by monitoring the progress of data-driven initiatives through the management of collection, analysis and presentation of data. Oversee the ECE (Early Childhood Education) data systems and coordinate integration with PSD's data systems for tracking, reporting and analyzing information regarding children and families. Assist in the training of staff on the use of the systems and coordinate technical support for users. Other duties may include research, database design and testing, systems analysis, and project management.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Work with the leadership team to develop and update all grant processes, including the Program Planning cycle, annually. Ensure that all funder initiatives or requirements, non-compliance findings, results of monitoring, Self-Assessment, or reviews, and systems issues are systematically addressed. Assess department needs and effectiveness at accomplishing stated goals and objectives and achieving customer satisfaction.	D	20%
2. Maintain, configure, and manage the ECE Student Database System; develop new reports, filters and queries. Expand, integrate, and change data systems, coordinating with PSD sites and departments. Work with PSD departments to ensure systems and procedures are properly configured, meet all internal guidelines, and ensure data integrity. Serve as liaison between the end user and the software vendor; Provide support and training for the end users of EC systems and databases, including use of reports and data.	D	20%
3. Attend work and arrive in a timely manner.	D	1%
4. Assist the PSD ECE Leadership Team in areas of program compliance and evaluation, including formal and informal program monitoring; work closely with the Leadership Team to track, review, and assess OHS progress monitoring compliance throughout program operations.	W	10%
5. Establish and manage processes and procedures for program data collection, monitoring, management, analysis and evaluation with well-defined targets, timelines, and results. Oversee the provision of monthly monitoring results to stakeholders.	W	10%
6. Collaborate with District departments, schools, staff, and local agencies. Regularly facilitate multi-stakeholder groups to ensure that family and staff suggestions are included in program design and operations. Form interdisciplinary teams to evaluate and analyze program performance and develop new approaches and solutions.	W	5%
7. Supply data to: inform policies and procedures; prepare for Federal Monitoring Reviews; prepare the Program Information Report (PIR). Assist with research, assessment and analysis of data for Community Assessment (CA), CPP reports and Annual report. Submitting multiple reports to state and federal and local agencies.	W	5%
8. Provide timely analysis and reporting of all child, individual, and family outcome data information to PSD ECE coordinators and directors and to PSD leadership to aid decision-making and ensure all grant and service goals are met by deadlines.	M	10%



9. Assist in the coordination and compilation of the CA as outlined in the Head Start guidance. Work with the ECE Leadership Team in development of grant goals and objectives and written Program Planning cycle in relationship to the CA.	M	5%
10. Oversee maintenance of policies and procedures documents, including OHS monitoring.	Q	10%
11. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in business, statistics, computer information systems, or related field
- At least three years of experience in data processing, analysis, or program evaluation
- One or more years’ direct experience in non-profit, government funded programs desirable
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- Ability to compile and analyze data and make effective recommendations and decisions
- Ability to perform independent audits requiring discretion and tact
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities with attention to detail
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office, including Word, Excel, PowerPoint, Outlook, and/or other department software packages

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	