

SHASTA HEAD START CHILD DEVELOPMENT, INC

Data System Coordinator

Supervisor: Family Services Manager

Classification:

Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Assists in entry, quality assurance, and dissemination of data through the ChildPlus Software system. Works with Program Content Managers to fully utilize and maintain the data system. Coordinates and delivers ChildPlus training and documentation for all positions throughout the agency.

Essential Duties and Responsibilities

- Maintain data system setup including security, agency configuration, and additional modules
- Work with all Program Content Managers to develop and maintain standard operating procedures for ChildPlus documentation across all component areas.
- Develop and provide ChildPlus training tracks for all applicable staff across all areas.
- Develop and maintain ChildPlus training environment.
- Develop and maintain written ChildPlus training materials and guides
- Provide ongoing ChildPlus support to staff.
- Complete data entry to support program services in all component areas..
- Perform broad range of general data/data entry functions and projects as required.
- Perform other duties as assigned.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Knowledge of database tracking software. ChildPlus
- Ability to write reports, business correspondence, and procedures manuals.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to input a high volume of health related data entry with speed and accuracy.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.

Education*Minimum*

High school diploma or GED

Desired

Associate's or Bachelor's degree in related field preferred.

Training and Experience*Minimum*

Experience coordinating ChildPlus software or other client data management systems.

Desired

Two years experience in a related field.

Physical Demands

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title