



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Data Management Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)
~~–Early Childhood Education~~

JOB CODE: EE-142

CLASSIFICATION: Exempt

PAY GRADE: 23

BARGAINING UNIT: BTU-TSP

REPORTS TO: Director, ~~Early Childhood Education~~ Head Start/Early Intervention or designee

CONTRACT YEAR: ~~216 days~~ Twelve Months

POSITION GOAL:

~~To ensure families are enrolled in designated programs adhering to required district, state and federal guidelines. To maintain and implement data management systems for all pre-kindergarten programs. To provide on-site management and coordination of student eligibility and program compliance with federal, and state regulations and district policies.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Data Management Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) ~~Early Childhood Education~~ shall: carry out the performance responsibilities listed below.

- Oversee the processing of applications for accuracy and timeliness and the annual review of selection criteria, recruitment plans, policies and procedures ensuring federal, state, and district rules and regulations are followed.
- Analyze and maintain student data, including enrollment, recruitment, selection, eligibility and attendance; review data with key management team and staff for program compliance and quality improvement.
- Maintain data management systems and student databases for all pre-kindergarten programs ensuring accuracy and security of data.
- ~~assist with implementing the goals and objective of ERSEA in federal, state, and district programs.~~
- ~~provide for the accurate collection, entry, reporting and maintenance of data, records and reports related to ERSEA.~~
- ~~maintain Early Childhood Department's database.~~
- ~~assist in the eligibility, recruitment, selection, enrollment and registrations of families into the early childhood programs.~~
- Assist ~~assist~~ in tracking of daily attendance and prepare monthly reports for the Board and Policy Council members.
- Participate as a member of ~~participate~~ in the Selection Criteria Committee and provide results to Policy Council for their approval.
- ~~monitor and ensure that ERSEA performance standards and federal, state, and district rules and regulations are being followed.~~
- ~~ensure accuracy of eligibility of participants and notification of approval or denial of applicants.~~
- Coordinate ~~coordinate~~ annual enrollment, recruitment, and registration activities including updating materials, assigning students, employee communication, and community outreach.
- Ensure ~~ensure~~ coordination of outreach, marketing, support, and services with local, state, and federal agencies, churches, non-profits, the business community, Non-Governmental Organizations (NGOs), and other organizations engaged in early childhood education, particularly those targeting underserved and disadvantaged communities.
- ~~participate in the annual Program Self Assessment and state and federal audits.~~
- ~~prepare and provide accountability for monthly and annual local, state, and federal reports.~~
- ~~address and manage community, staff and parent issues, concerns and complaints.~~
- ~~maintain strict confidentiality of files and records.~~
- Prepare and develop data reports, charts, graphs, presentations and spreadsheets as required for contractual compliance.
- Analyze community assessment information and facilitate planning efforts to determine design options and enrollment guidelines for all pre-kindergarten programs.
- Provide administrative data processing support and system data management; perform analysis of student data to identify trends and variances and implement corrective action.

- Provide ongoing website and SharePoint updates and technical support.
- Provide support and training to district and school-based staff regarding data management software and use of technology to perform job requirements.
- Provide professional development to support staff on policies and procedures regarding ERSEA related to eligibility, recruitment, selection, enrollment and attendance.
- Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate successfully in professional learning programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to good-safety rules and procedures.
- Follow federal and state laws, including Head Start Performance Standards, if applicable, as well as School Board policies.
- Perform other duties as assigned by Director, Early Childhood Education Head Start/Early Intervention or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of five (5) years, within the last eight (8) years, of experience in providing guidance and technical assistance to staff, parents and partners regarding young children educational programs. A minimum of three (3) years within the last five (5) years of related experience with school district, federal or state programs.
- Knowledge of data management applications and other related technology.
- ~~Strong verbal and written communication skills.~~
- Effective written, verbal, and interpersonal communication skills.
- Demonstrated organizational and planning skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Knowledge and understanding of compliance and assurances of Head Start Performance Standards, licensing, and regulations as gained through leading or supporting a Head Start program.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

~~Frequently communicates with department and school staff to ensure that performance standards, as well as federal and state rules and regulations which pertain to the eligibility, recruitment, selection, enrollment, and attendance of Early Childhood Education children, including Head Start if applicable, are being followed.~~

Ensure continuous improvement in the pre-kindergarten programs by actively participating in district and school-based ongoing data management; communicate as required with key management staff and schools to ensure compliance with the performance standards.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment, shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 6/11/13

Board Adopted: 7/23/13

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