

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ENROLLMENT DATA SPECIALIST

BASIC FUNCTION:

Under the supervision of the Supervisor - Identification & Recruitment, Migrant Education, evaluates student information and determines family eligibility on federal and state regulations and guidelines; reviews, audits, and verifies student data and student counts to determine program funding; implements quality control activities; collaborates with district and state agencies to assure accuracy of data; trains regional and district staff on eligibility, service reporting and data related tasks; performs specialized duties in one or more technical areas of the Migrant Education program.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Evaluates multiple sources of student information while reviewing Certificates of Eligibility (COE) to determine family eligibility based on federal and state regulations and guidelines; interprets and applies mandated rules and regulations and verify accuracy of data.

Receives, reviews, evaluates, verifies and processes eligibility documentation submitted by program recruiters; contacts recruiters for follow-up and return COE's that require additional clarification or information as needed; inputs and edits eligibility and enrollment information using designated computerized information systems; maintains eligibility and enrollment records using both computerized and manual record keeping systems.

Reviews and verifies student data and student counts to determine program funding; performs data entry functions such as updating student data, withdrawals, flagging students, and adding services; assures accuracy and timely submission of student data to California Department of Education (CDE) and resolves discrepancies as needed;

Exports various data from multiple data systems to multiple sources to identify inaccurate codes, mismatches, and other discrepancies within the data for detailed analysis and verification; follows-up with schools or program to obtain missing data, to correct data, and to ensure the data is accurate.

Plans, coordinates and implements quality control activities such as the re-interview process; communicates with families and/or recruiters to verify Region 1 data; reviews records of re-interviewed families; implements corrective actions as directed.

Compiles and reconciles data across regional, state and national student databases by collaborating with multiple agencies; collaborates with the California Department of Education (CDE) and other agencies to assure accuracy of annual records submissions, identifies and resolves duplicates and performs other data quality checks on an assigned database program; assures quality control data samplings are maintained and recorded in accordance with program requirements.

Collaborates with District/regional staff to meet minimum quality control standards and compliance with Federal and State guidelines; collaborates with other programs within Santa Clara County Office of Education including Information Technology, Head Start and Charter Schools to identify and maintain accuracy of student and school data.

Explains, interprets, and clarifies program regulations and guidelines, agency resources, procedures, rights, and responsibilities to District personnel, regional staff and administrative staff.

Prepares, reviews and distributes enrollment reports, class lists and other related documents as needed; prepares routine and specialized reports relating to eligibility, enrollment and program service for administrators, managers and program coordinators at the County, Regional and District level.

Responds to program inquiries and make appropriate referrals to school districts.

Notifies school districts and various agencies regarding program recruitment and eligibility and enrollment of identified students.

Provides input concerning employee recruitment, interviews and evaluations as requested.

Performs technical and record-keeping duties relating to the eligibility of families and the enrollment of children in the Migrant Education Program.

Communicates with personnel, students, parents, families, vendors and the community organizations to exchange information and resolve issues or concerns.

Prepares and maintains a variety of records and reports related to assigned activities.

Trains, coordinates and provides direction on data related tasks and state and federal regulations to new and existing Migrant Education program staff at District and regional levels.

Transmits and receives student data from database vendors.

Operates a variety of office equipment including a computer and assigned software; drives a vehicle to conduct work or attend trainings.

Attends and participates in assigned meetings, in-services and committees; assists in development of training sessions for recruiters.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, regulations, and procedures associated with determining eligibility and maintaining enrollment and attendance records.

Federal and State eligibility criteria for Migrant Education Programs.

Applicable laws, codes, policies and procedures related to assigned activities.
County office of Education policies, regulations and procedures.
Basic record-keeping principles and practices
Goals and functions of the Migrant Education Program and related State and Federal regulations and guidelines (EDSII)
Terminology, practices and procedures of assigned office.
Report writing, editing and proofreading.
Telephone techniques and etiquette.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Database control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of office equipment, a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.
Methods and techniques of filing and record keeping

ABILITY TO:

Evaluate complex scenarios to determine student eligibility for Migrant Education Program services.
Review student records, eligibility certificates, forms and documents for accuracy and completeness.
Provide information to families concerning Migrant Education program services requirements.
Assist in evaluating student records for assigned program eligibility.
Perform mathematical calculations quickly and accurately.
Type or input data at an acceptable rate of speed.
Interpret, apply and explain rules, regulations, policies, guidelines and procedures.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
Operate of a variety of office equipment, a computer and assigned software.
Organize assignments to assure accurate records are maintained and reports are completed and updated within required timelines.
Communicate effectively, orally and in writing, with individuals of diverse backgrounds and cultures.
Obtain, evaluate, and verify information to determine initial or continued eligibility for participation in the Migrant Education program.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in education, vocational training, or related field, and three years of experience interviewing and record-keeping for a child or student service or public assistance program in a government agency or program, preferably in an educational program environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Some incumbents in this classification may be required to be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work and attend trainings.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16