

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70115713

DATE POSTED: 06/28/18

POSITION NO: 243450

CLOSING DATE: 07/12/18

POSITION TITLE: Head Start Student Data Specialist

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Central Administration/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AP63A

WORK HOURS: 40 hrs. / week PART TIME: NO. OF HRS./WK.: _____ \$ 40,580.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 19.51 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under General Supervision, the Head Start Data Specialist is responsible for managing and administering the ChildPlus database utilized established by the Office of Head Start for all Head Start programs. In addition to ChildPlus, the incumbent will also manage the Teaching Strategies Gold (TSG) and the Classroom Learning Assessment Scoring System (CLASS) databases to collect student assessment information that will be used to track student progress. Develops, implements, and maintains database operating procedures to enhance and protect the integrity of all sensitive information, in relation to student records and NHS personnel records. The HS Student Data Specialist will test, monitor and troubleshoot software and network issues. This individual will configure and provide technical support. Performs installation, maintenance and software upgrades in collaboration with NHS Information Technology personnel to maintain network compatibility. Will be responsible for accurate data and statistical analyses, while ensuring compliance with federal, state, and tribal policies on the protection and confidentiality of data. Provides support, assistance and training to all Regions and Centers for ChildPlus, TSG, and CLASS data input. Provides training to center and regional staff regarding appropriate methods for inputting data and compiling reports, mandated by the Federal Office of Head Start. The HS Student Data Specialist will assist NHS managers with system security, data research and reporting, editing content and conducting visual public presentations. Will provide daily, weekly, monthly, quarterly and annual reports of student progress and assessment data through charts, graphs, spreadsheets and tables to appropriate staff, presented to the NHS Parent Policy Council; Board of Education; Navajo Nation Council; the Health, Education, and Human Services Committee (HEHSC); parent committees and the Federal Office of Head Start.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and a minimum of 45 college credit hours in Computer Science; Electronic Engineering Technology, Data Processing, Business Administration or closely related field; and three (3) years of technical work experience in database communications operation and maintenance function; or equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation
- Possess a valid state driver's license

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of: Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; student assessments and educational activities based on current and relevant research; exercising professional judgment; applying problem solving strategies; student information and data, and database computer operating systems, terminology, forms and processing; program networking and management information systems. Must possess the ability to work independently, set priorities, plan, organize and implement activities; address the public and professional groups. Must possess the ability to compile reports accurately and attention to detail, while following verbal and written instructions, must communicate effectively orally and in writing.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.