

### **HEAD START STUDENT DATA SPECIALIST**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in managing and administering the Navajo Head Start (NHS) ChildPlus, Teaching Strategies Gold (TSG) and Classroom Learning Assessment Scoring System (CLASS) databases to track student progress and assessment information; ensures the integrity, accuracy, quality and security of data; develops and implements data management policies and procedures; ensures compliance with applicable laws protecting student progress and assessment information; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Manages and administers the NHS ChildPlus, TGS and CLASS databases for collecting student progress and assessment information; develops and implements database operating procedures and implements enhancements, such as: networking requirements, backup, security software, hardware and procedures for student enrollment, progress and assessments; administers and enforces network user profile policies for file access, soft copy security, monitoring, remote file access and optical media backups on domain servers; maintains security provisions to prevent unauthorized access to sensitive technical data and secured contract documents; standardizes and implements a unified computer database software operations platform for inter-region compatibility.

Tests, maintains and troubleshoots student database software and network situations; configures and provides support for database software applications and operating systems for LAN servers and users; studies existing systems to evaluate effectiveness; modifies procedures to increase efficiency in problem areas; performs installation and maintenance of support ChildPlus, TGS and CLASS databases software upgrades and works with information technology personnel to maintain network compatibility; responsible for data integrity and accuracy of statistical analyses; complies with all federal, state and tribal policies on the protection of data; contacts vendors and specialists to determine the cause of situations and to obtain problem solving techniques and solution available from online support websites and other information technological contracts for database development activities.

Provides technical support to all regions/centers for ChildPlus, TGS and CLASS data input of each enrolled student's progress and assessments; provides training and technical assistance to center and regional staff regarding appropriate methods for inputting data and mandated federal reporting requirements; assists NHS managers with system security, research, report generation, editing, visual public presentations and all system situations; provides professional development training for staff on reporting requirements; provides technical reports of student progress and assessment data through graphs, charts and tables to appropriate NHS staff; prepares statistical reports and analysis to be presented to the NHS Parent Policy Council, Board of Education, Navajo Nation Council, oversight committees, parent committees and Federal Office of Head Start.

Establishes and provides technical specifications and minimum system requirements for all computer hardware, software and analytical equipment purchases; reviews, evaluates and makes recommendations on technological developments, i.e., computer hardware, software and equipment to improve reporting as required by Office of Head Start; assists during annual budget development by researching and providing recommendations on information technological needs, replacements, maintenance; responsible for hardware and software purchases pursuant to the Navajo Nation Procurement Policies; solicits price quotes, evaluations and selections; monitors warranty periods and information for all database purchases and licensing.

## **HEAD START STUDENT DATA SPECIALIST**

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of student information and database computer systems, terminology, forms and processing.  
Knowledge and understanding of data collection and data storage.  
Knowledge of applicable federal, state and local laws, rules, regulations, policies and procedures.  
Knowledge of program networking and management information systems.  
Skill in working with various database applications, net applications and HIPPA/FERPA security standards.  
Skill in interpersonal communications and dealing with people.  
Skill in interpreting, explaining and applying applicable laws, regulations and procedures.  
Skill in communicating effectively in the Navajo and English languages.  
Ability to work independently, set priorities, plan, organize and implement activities.  
Ability to assess technology and make recommendations.  
Ability to address public and professional groups.  
Ability to work independently with a commitment to detail and accuracy.  
Ability to follow verbal and written instructions.  
Ability to communicate effectively orally and in writing.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or 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.

### **PREFERRED QUALIFICATIONS:**

- An Associate's degree in Computer Science, Electronic Engineering Technology, Data Processing, Business Administration or a closely related field.
- Five (5) years of technical work experience planning, integrating and maintaining computer database software and/or network hardware devices.

### **SPECIAL REQUIREMENTS:**

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

### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by program's standard of conduct.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.