

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

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 communications 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 so 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:

ValidCaliforniaClassCdriver'slicense.

Someincumbentsin this classificationmaybe requiredto be proficientin Englishanda designatedsecond languageandpassan oral andwritten proficiencytest in a designatedsecondlanguage.

WORKINGCONDITIONS:

ENVIRONMENT:

Officeenvironment.

Constantinterruptions.

Drivinga vehicleto conductwork andattend trainings.

PHYSICALDEMANDS:

Dexterityof handsandfingersto operatea computerkeyboard.

Seeingto reada varietyof materials.

Hearingandspeakingto exchangeinformation.

Sittingfor extendedperiodsof time.

Approvedby PersonneCommissionDecember14, 2016

KristinOlson
DirectorClassifiedPersonneServices

Date:12/14/16