

## Information Specialist HS/EHS

### Purpose Statement

The job of Information Specialist HS/EHS is done for the purpose/s of carrying out goals, policies and activities to implement Head Start and Early Head Start Services objectives, Performance Standards and Department of Education requirements; assuming primary responsibility for assisting with the development, implementation, verification and maintenance of the ChildPlus tracking system or other database programs adopted; providing training and technical assistance to staff; developing and delivering job aides; and setting passwords and security levels.

This job reports to Assigned Administrator

### Essential Functions

Administers district policies regarding use of computers and data access (e.g. updating virus software, set passwords, etc.) for the purpose of ensuring compliance with district policy and departmental guidelines.

Analyzes student, child and family data for the purpose of providing requested information; maintaining the integrity and compilation of data as per established policies and guidelines.

Assists in gathering and compiling information (e.g. special projects, policies, procedures, etc.) for the purpose of insuring implementation of HS/EHS and QRIS policies and procedures.

Compiles pertinent ChildPlus data for the purpose of providing computer input; generating and preparing data reports and queries.

Coordinates with HS/EHS management staff for the purpose of providing necessary training and direction.

Develops and maintains program data collection systems (e.g. ChildPlus, QRIS and inventory system, etc.) for the purpose of ensuring accuracy and efficiency in HS/EHS programming and processes.

Develops filing systems (e.g. chronological and alphabetical, etc.) for the purpose of checking documents and records for accuracy.

Develops user job aids and on-line library of supplemental instructions for the purpose of enhancing staff ability to utilize computer software applications.

Implements procedures for development of staff training materials (e.g. procedures, documentation, reports, memos, letters; training materials regarding data, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Interacts with the agency network for the purpose of installing, configuring and troubleshooting work stations.

Maintains a variety of manual and electronic files and/or records (e.g. permission levels, network identification, security access, licenses, work logs, etc.) for the purpose of documenting activities, providing reference and audit trails.

Monitors safety of children in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.

Performs initial workstation computer, peripheral and server set-ups (e.g. installation, testing, configuring, assigning passwords, security clearances, imaging, etc.) for the purpose of meeting the computer processing needs of the users.

Provides training and in-service in general computer use, software applications, and file server operations for the purpose of ensuring the efficient use of computers and/or software application.

Researches software applications for the purpose of recommending standardized applications in accordance with the district's technology goals.

Responds to requests for help, repairs, training, and/or upgrades, etc. by telephone or email for the purpose of providing information, scheduling appointments and/or referring to alternate resources.

Responds to inquiries from a variety of district personnel for the purpose of providing support, technical advice and operational assistance.

Solves practical problems (e.g. a variety of concrete variables; interpreting instructions and furnish in written, oral, diagram or schedule form, etc.) for the purpose of ensuring availability of network files, peripheral devices, and program materials.

Troubleshoots user issues with computer workstations and servers (e.g. questions about application software, connectivity issues, peripheral malfunctions, etc.) for the purpose of providing immediate assistance to users for problem resolution.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: teaching technical topics to non-technical audiences; adhering to safety practices; planning and managing projects; and gathering information to diagnose problems.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy computer operating and networking systems; computer hardware/network and troubleshooting techniques; network security; and office application; Head Start performance standards; record-keeping techniques.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing effective working relationships; communicating with persons with diverse technical knowledge and skills; providing clear instructions; and setting priorities; speaking effectively in front of groups.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and

significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:**

**Required Testing:**

Pre-Employment Health Screening  
Pre-Employment Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/29/2018

**Salary Grade**

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