

Maintain department database software for storage of Child Development student records; oversee the creation and maintenance of the department's recordkeeping systems; develop, prepare, and audit a variety of reports, records, and statistical data. **E**

Develop and maintain technical expertise, and extract data from the department's specialized databases, highlight trends/changes, and provide information to assigned supervisor to determine action; troubleshoot issues affecting the quality of information entered and quality of information generated by the databases. **E**

Act as a liaison between the Child Development Department, state and federal database management support staff, outside vendors, and/or district Technology Department; c

Federal Head Start Performance Standards, State Funding Terms and Conditions, and local Community Care licensing requirements.

District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, spelling, grammar, punctuation, and positive customer service techniques.

Operation of a computer and related software.

Principles and practices of effective supervision.

Health and safety regulations.

ABILITY TO:

Compile and maintain complex federal, state, and department records and reports.

Motivate employees to work, together harmoniously and effectively.

Oversee child development software functions to ensure data integrity.

Learn and assimilate new programs, procedures, or technology, and analyze their value to the department.

Review, interpret, and evaluate applications and other specialized documents.

Supervise, train, mentor, evaluate, and direct the performance of assigned staff.

Establish and maintain effective working relationships with others.

Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Research, analyze, compile, verify data, and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain confidentiality as appropriate.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Operate a computer and related software.

Communicate effectively, and maintain cooperative and effective relationships.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction.