



# Eastern Band of Cherokee Indians

## DATA SPECIALIST

### *Position Description*

<b>Program:</b>	Early Head Start/Education	<b>Reports to:</b>	Manager - Finance
<b>Division:</b>	PHHS	<b>Position Number:</b>	945637501
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	10	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

The Early Education Data Specialist is responsible for tracking and monitoring student and staff information. Analysis of program data to create corresponding reports for the program, administration, and parents. Provide administrative support in the areas of enrollment, student progress, health, and nutrition to ensure compliance with Federal performance standards and Head Start.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Assist Manager - Health with data entry monitoring related to Health, and Dental data.
- Evaluate the "Certificate of Immunization Status" record for each enrolled and applying child and make appropriate entries. Monitor completion of required immunizations for each enrolled child.
- Prepare annual "Primary Immunization Review".
- Work with Manager - Health on Centralized Record Keeping of health-related forms.
- Assists the Manager - Family Support with enrollment and waitlisting within database.
- Monitors this data regularly to ensure compliance.
- Assists the Manager - Finance with financial functions such as invoicing, change orders, and other functions as needed.
- Tracks and monitors status of purchase orders, invoices, and contracts.
- Provide direct clerical support for area program specialists.
- Monitor data within data tracking programs.
- Manage student attendance records.
- Assist in maintaining current student and staff files.
- Assist during screenings and events, and with PIR, self-assessment annually and community assessment.
- Assists in the design, development and delivery of in-service training programs and orientation for staff and program participants.
- Attends required committee meetings and training.
- Assists staff in the collection of child observations, documentations, work samples and data collection to determine child's goals.
- Creates visuals from assessment data entered and disseminates to staff, families, and the community to show development and progress.
- Assists with Community Assessment and update manually.
- Reviews and evaluates existing programs with teams of parents, Policy Council members, and staff to enhance compliance with the performance standards and regulations.

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### Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	FIVE (5) years of related experience required. Experience in office administration, data entry, and interpretation of complex data and analysis.
<b>Education:</b>	Associate's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 3 years with a High School Diploma/GED equivalent.
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC Driver's License required. Proof of vaccination status is required by Head Start Performance standards. All Head Start and Early Head Start staff are required to be fully vaccinated by January 31, 2022.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Extensive information gathering and analysis is required.
- External guidelines exist in the form of professional standards, principles and practices, the decision-making process is substantial, and the judgment is considerable.
- Prioritize workload ensuring completion by deadlines.
- Enter and track all data related to program operations and standards. Correlate data to produce reports.
- Must demonstrate proficiency with Microsoft Office Suite. Must have strong communication skills (verbal and/or written).
- Excellent organizational skills; prioritizing workload, meeting deadlines and multi-tasking will be beneficial to perform most tasks.

#### Safety/Accuracy Focus:

The integrity of the program will rely on accurate data input and statistical outputs. Must have the ability to multi-task, troubleshoot data systems, and review information for accuracy.

#### Key Relationships:

Interacts frequently with co-workers and other Tribal personnel. Has outside contacts with program parents, community members, and agency representatives in the exchange of information and discussions.

#### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

#### Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Maintains confidentiality and adheres to regulations governing confidentiality. Damage to program reputation and participant relationships could result if information is disclosed improperly. Must be familiar with and adhere to all applicable confidentiality laws and Tribal confidentiality policies and procedures.

#### Complexity of Duties:

This position includes completing tasks of varying complexity levels. This position is responsible for data input and statistical outputs used for funding and compliance; therefore, the job must be performed with accuracy. The employee will interface

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with multiple partners and agencies. Duties require the application of judgement and problem-solving skills in order to be effective.

### PREFERRED QUALIFICATIONS

BS degree in related field

### WORK ENVIRONMENT

**Work Environment:** Work environment involves normal, everyday discomforts or unpleasantness. Work area has adequate light, heat, and ventilation; environment is organized and stable. Work presents no significant hazards to employees. May be necessary for the employee to travel to obtain data and participate in meetings.

**Mental/Visual/  
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Work is sedentary. Typically, the employee may sit comfortably to perform the tasks. However, there may be some walking, standing, bending, carrying of light items such as papers, books, small objects, driving an automobile, or use of a computer to accomplish work objectives. No specific physical demands required. Mental demands and normal stress regarding achieving work deadlines are present.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

**Disclaimer:** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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### ACKNOWLEDGMENT

I have reviewed the content of the **Data Specialist** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*