

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Data Entry
SALARY LEVEL: D

LAST UPDATE: 2013
REPORTS TO: Center Supervisor

MISSION STATEMENT:

Data entry personnel are responsible to utilize effective record keeping and reporting systems needed to monitor the quality and delivery of program services within the assigned service area(s) in order to document that the program is meeting its own requirements and other Federal, State and local laws.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Track Head Start/Early Head Start family information for the assigned service area(s).
3. Provide technical assistance related to PROMIS or Program's tracking system for center staff.
4. Aggregate program data for use by Center Supervisor and Services Specialists in a timely manner.
5. Generate and produce standard forms used regularly by the program.
6. Carry out assigned duties with supervision.
7. Carry out a prescribed action in relation to the information.
8. Complete tracking documents describing work progress.
9. Plan and modify work schedule with minimum assistance of the supervisor.
10. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Associate Degree in related field, or its equivalent in a combination of education and experience.
- Two years computer entry experience.
- Ability to independently operate standard office equipment including personal computer.
- Ability to communicate verbally and in writing.
- Working knowledge of Microsoft Windows.
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Working Knowledge of the Head Start program.
- Working knowledge of the PROMIS or Program's tracking system.

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee Signature

Date

Witness Signature

Date

Drug Free Work Place