

Job Description

Title: Compliance and Data Reporting Clerk
FLSA Status: Non-Exempt

Department: Programs
Reports to: Director of Research and Evaluation

Position: Full time

Location: South Service Center

Job Summary:

The Compliance and Data Reporting Clerk frequently and independently handles a wide variety of situations and conflicts involving administrative functions. The Administrative Assistant will provide support to the Inclusion, Screening and Child Assessment team specifically and the organization's activities in general. Successful candidates will understand web-based training systems, and will have practical experience working with learners of all ages and abilities.

Essential Duties and Responsibilities:

- Developmental Screening Program
 - Stages new providers in the ELCMDM Provider Portal ensuring provider access
 - Sorts and manages data reports from Blue Jean Ware in ASQ Email
 - Updates Tier 1 Quality Assurance Monitoring Report Monthly
- Child Assessment Differential Program
 - Requests, manages and reviews provider's data as it relates to Child Assessment Differential Program (e.g., Certificates of Reliability, Monthly Rosters)
 - Reviews and manages child assessment data and child assessment rosters in accordance with assessment period cycles
- Inclusion and VPK SIS
 - Updates Eligible Child Screenings for Exemptions
 - Maintains and organizes Provider data and applications for Special Needs Rate
- General
 - Organizes departmental audits to ensure compliance with both internal and external auditing requirements for both mandated and programmatic initiatives
 - Reviews and manages department training data (eg., calendar, participant completion and follow-up)
 - Maintains data in Shared Drive and Folders
 - Assists with projects as assigned
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Skills and Abilities:

- Attention to detail

- Accountability and excellent organization and time management skills
- Excellent interpersonal skills
- Excellent communications skills, both written and oral
- Ability to develop and execute action plans that accelerate or maintain program integrity & viability
- Must be a sharp, self- motivated, proactive worker
- Must have sound judgment and common sense
- Ability to work effectively with a diverse population
- Bilingual strongly preferred

Computer Equipment and Software Requirements:

- Microsoft Office Suite

Experience and Training:

- High School Diploma or Equivalent
- Minimum of two years of administrative experience
- Knowledge of data gathering techniques to obtain technical and administrative materials for organizational use
- Knowledge of principles and practices of organization, planning, records management and research

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any

other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Employee Signature

Date

Supervisor

Date