

# **DATA MANAGEMENT COORDINATOR FOR ADULT EDUCATION, ESL & EL CIVICS**

## **GENERAL STATEMENT:**

Serve as data manager for Adult Education, ESL and EL Civics.

## **REPORTS TO:**

Director of Adult Education/ESL & EL-Civics

## **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Non-Exempt

## **QUALIFICATIONS FOR APPOINTMENT:**

### **EDUCATION:**

Bachelor's degree

### **LICENSE OR CERTIFICATION:**

None

### **EXPERIENCE:**

Skills in Word or WordPerfect, Excel, database management, communication, document control, data entry and typing.

### **OTHER:**

Good public relations skills, communication and must be flexible and willing to travel. Experience with maintaining data base preferred.

## **DUTIES AND RESPONSIBILITIES:**

- Responsible for data entry into all data programs utilized by the Adult Education Department.
- Work with departmental staff and state/regional/state grant oversight staff in gathering, tracking and reporting data for AE and EL Civics Grants.
- Coordinate collection of student and class data required for grants.
- Coordinate data entry in state data programs, other grant related data bases and local databases.
- Provide monthly, quarterly and yearly performance reports and accuracy assessments to Director.
- Provide monthly performance reports to teachers.
- Responsible for updating or developing system design as needed.
- Track student for accountability reporting.
- Coordinate with departmental staff, advisory groups, etc. to recognize and solve data problems.
- Responsible for document control related to data:
  - processing documents
  - compiling documents and materials
  - Tracking employees, grants, students, etc.
- Assist with orientation and class activities.
- Perform support for instruction programs.
- Participate in required staff development.
- Other duties as assigned by appropriate supervisory personnel.

## **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be required to travel.
- May be required to lift.
- May require irregular evening hours.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 11/01/01*

*Revised: 5/17/12*

JD327