

Position: Information Systems Worker

Job Status: Grade 7, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Should have an Associate Degree or Bachelor's Degree in Computer Science, Computer Information Systems, or a related field
- Must have experience in supporting systems in a PC network environment, general knowledge of microcomputer software, hardware and principles as well as basic knowledge of microcomputer networking concepts
- Should have a general knowledge of major classes of application software
- Must have the ability to work with many individuals and groups of individuals to plan, coordinate, and provide training and technical assistance in various computer applications to staff, volunteers and community education sites.
- Must ensure that staff, parents and volunteers receive instruction and training in agency/program approved applications
- The ability to accurately comprehend assignments, prioritize, organize, problem solve and effectively handle multiple tasks is essential
- Must have the ability to work in a professional manner both independently and in a team environment on assigned task and to maintain records on a computer system or willing to learn

- Must have strong literacy, keyboard skills (55 words per minute) – word processing compatible database and spreadsheets
- Internet and email use required
- Should have the use of good communication skills, written, verbal, listening, and the ability to transcribe notes
- Need to have the ability to communicate effectively and professionally with parents, staff, providers and public, often involving confidential information.
- Provide support services for all Head Start and early Head Start content areas with emphasis on data entry and maintain data entry systems
- Should understand, interpret and implement policies and procedures
- Must have current, valid Texas Driver's license and liability insurance information
- There must be no prior convictions of child abuse/neglect
- Must be currently enrolled in the Child Care Division, Criminal History Registry and have and FBI Background clearance
- Should have TB skin test with negative reading
- Must pass pre-duty physical examination
- Must be able to endure regular repetitive motion with hands, computer keyboarding, phone, daily sitting at computer workstation for long periods, frequent standing to operate various office equipment, etc.
- Occasional lifting in excess of 25 pounds

III. Specific Responsibilities:

1. Assist in coordinating and maintaining data entry systems to ensure Head Start families receive the full range of services as required by Performance Standards and Content Area Plans
2. Maintain integrity of Information System(s). assure timely entry and update of database records
3. Maintain computer operations reference manual
4. Assist in designing and maintaining program web page
5. Support services I all content areas with emphasis on computer operation content area

6. On-going data entry into child/family tracking system. Provide staff with training and support in child/family tracking system data entry as needed or requested
7. Perform various duties such as; data entry, typing, copying, receiving office clientele, answering phones and distributing reports, etc.
8. Must be detail oriented and maintain high level of accuracy
9. Assist Technology Consultant and Head Start/Early Head Start Program Managers with maintaining an on-going computer tracking system to ensure quality control of the total Head Start programs
10. Assist the Technology Consultant in developing and maintaining tracking/documentation systems
11. Perform specific assignments and support services in all areas when needed
12. Meet with management staff on a regular basis to discuss data information and comparisons
13. Provide support for applications including specialized vertical market applications such as CACFP, Creative Curriculum, Net, CC Port, Child Outcomes Report, Social and Emotional, Human Resources, etc.
14. Monitor 45 and 90 days mandates and ensure all results are posted within 10 days of completion (primary reporter for Jump Start sites)
15. Compile monthly Program Information report for all content areas and submit by the 3rd of each month
16. Performs all assigned responsibilities in a prompt and efficient manner to ensure a quality program
17. Function on behalf of Child and Family Advocate for no longer than one week in their absence
18. Perform daily/weekly backups of database and provide updates as needed
19. Prepare/post documents and reports for network use
20. Fulfill request for review of records and transfer of children's records as outlined in the student record policy
21. Verify enrollment applications for completeness as outlined in the process of enrollment
22. Participate as part of ERSEA Management Team for recruitment and enrollment
23. Participate in staff meetings, conferences, training sessions and workshops as assigned

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Information Systems Worker

Head Start/Early Head Start

24. Must be responsible to handle confidential material, able to organize effectively and able to work independently
25. Maintain current knowledge of changing systems and programs
26. Participate in professional development, sometimes off-site, at the request and support of the supervisor
27. Other duties as assigned

Immediate Supervisor: **Head Start/Early Head Start Director**
Secondary Supervisor: **Administrative Service Manager**

Date of Approval _____