

JOB DESCRIPTION

POSITION TITLE:	ECE Student Records and Data Assistant
PROGRAM & DEPARTMENT:	Early Childhood Education Early Learning
WORK YEAR:	12 Months
SALARY PLACEMENT:	Range 15
SUPERVISED BY:	Program Coordinator
ASSOCIATION:	Classified
FLSA STATUS:	Non-exempt

GENERAL DESCRIPTION OF THE POSITION:

The ECE Student Records and Data Assistant supports the daily operations of the Early Intervention/Early Childhood Special Education program by ensuring that program, site, staff, classroom, student, and program inventory data are entered accurately and efficiently into program databases and software. The assistant coordinates with program staff, districts, and community partners to maintain the data integrity within the CESD account of the statewide EI/ECSE student data system (currently ecWeb); generates reports for program, district, state, and federal reporting; assists program leadership in professional development; maintains program accounts as data administrator for assorted program software.

ESSENTIAL FUNCTIONS:

1. Assists with management of user accounts and access privileges for the student data system (ecWeb), web-based subscription services, and program service software.
2. Grants student data system access to end-users with the appropriate level of system security. Resets passwords as needed.
3. Responds to requests for information and provides assistance to staff and community partners on use of the student data system and records, routing those questions to the SPR&I Specialist or Program Coordinator that require further inquiry.
4. Assists with maintaining student records data integrity by running reports to identify potential errors.
5. Performs basic data queries and responds to data inquiries from staff and/or outside partner agencies.
6. Prepares and utilizes data for reports to various entities including, but not limited to, Clackamas ESD, component school districts, the Oregon Department of Education, The Office of Special Education Programs, the Clackamas County Early Learning Hub, county and state Health Authority.
7. Prepares and utilizes data to support internal program planning and monitoring.
8. Supports program administrators and SPR&I Specialist with Procedural Compliance Review monitoring, training, and reporting.
9. Accompanies the designated program administrator at the state data admin meetings (ecWeb), Systems Performance Review & Improvement training (SPR&I), and other relevant workgroups.
10. Assists the SPR&I specialist in creation of training materials for staff and community users (step-by-step guides, videos).
11. Maintains program-level materials inventory and library system.
12. Creates forms and designs workflows to facilitate use of data and information for programmatic purposes.
13. Organizes and maintains survey tools and software used to create forms for a variety of purposes.
14. Responds to inquiries and requests that require extensive knowledge of the ESD's programs and services.
15. Develops and maintains electronic and manual recordkeeping systems, including spreadsheets.
16. Adheres to information security policies and regulations (FERPA, COTA, HIPAA, etc.).
17. Maintains integrity of confidential information relating to students, staff, or district partners.

The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.

ADDITIONAL FUNCTIONS:

1. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners of diverse backgrounds.
2. Maintains professional and technical knowledge by participating in professional development activities.
3. Maintains regular communications including checking and replying to work email on a regular daily basis.
4. Maintains regular and punctual attendance.
5. Performs other duties as may be assigned.
6. Follows and supports ESD policies and procedures.

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.

MINIMUM QUALIFICATIONS:

1. Working knowledge of databases storing student or patient information.
2. Working knowledge of Early Intervention/Early Childhood Special Education Processes (OAR Chapter 581, Division 15).
3. Proficiency with computer software applications, including Microsoft Word, Excel, Publisher, PowerPoint, Google Workspace, Smartsheets.
4. Demonstrated ability to track and maintain large sets of data and information with accuracy and efficiency.
5. Ability to organize, manage multiple tasks, and priorities.
6. Ability to consistently meet deadlines.
7. Ability to follow through to completion of assigned tasks to meet schedules and timelines.
8. Strong interpersonal and communication skills.
9. Physical and mental attributes sufficient to perform the essential functions.
10. Written and oral communication skills sufficient to perform essential functions.

WORKING CONDITIONS:

1. Work settings may vary from ESD offices, ODE, schools, school districts and stakeholder locations.
2. Some evenings and weekends may be required for program events.
3. Daily work schedule may need to be periodically flexed at Supervisor discretion, or with Supervisor pre-approval.

EQUIPMENT USED:

1. Personal Vehicle.

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Sedentary work.** Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally, and other sedentary criteria are met.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)										
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.										
01-30 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
26-50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)										
Bend		Never		Rare	X	Occasionally	X	Frequently		Continuously
Climb		Never	X	Rare		Occasionally		Frequently		Continuously
Crawl	X	Never		Rare		Occasionally		Frequently		Continuously
Drive		Never		Rare	X	Occasionally		Frequently		Continuously
Kneel		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (above shoulder)		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare	X	Occasionally		Frequently		Continuously
Sit		Never		Rare		Occasionally		Frequently	X	Continuously
Squat		Never		Rare	X	Occasionally		Frequently		Continuously
Stand		Never		Rare	X	Occasionally		Frequently		Continuously
Twist		Never		Rare	X	Occasionally		Frequently		Continuously
Walk		Never		Rare	X	Occasionally		Frequently		Continuously

Run	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Stairs	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Lying Down	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Hands may be used for: (X = REQUIRED)										
Grasping	<input type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input checked="" type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Pinching	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Finger Manipulation	<input type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input checked="" type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Wrists may be used for: (X = REQUIRED)										
Twisting/Turning	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Pushing/Pulling: (X = REQUIRED)										
01-30 lbs	<input type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input checked="" type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
31-50 lbs	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Carrying: (X = REQUIRED)										
01-30 lbs	<input type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input checked="" type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Description										
> 50 lbs	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Description										

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

X = Requirement | ☐ = Not Required

REASONING ABILITY:

- ☒ Routine, repetitive tasks with simple instructions
- ☒ Ability to follow detailed instructions that require few changes
- ☒ Ability to follow detailed procedures with several potential variables
- ☒ Problem solving ability and interpretation of events required for practical matters
- ☒ Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- ☒ Logical or deductive thinking required frequently
- ☒ Creative, innovative solutions to job problems

CALCULATIONS:

- ☒ Simple copying, addition, counting, subtraction
- ☒ Ability to divide and multiply
- ☐ Understanding the metric system and conversions
- ☒ Fractions, decimals, and percentages
- ☒ Statistics, use of graphs
- ☐ Advanced mathematics
- ☐ Theoretical application of statistics and complex math

LANGUAGE:

- ☒ Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- ☒ Ability to explain simple directions, copy data from one form to another
- ☒ Completes form letters or answers routine correspondence
- ☒ Composes correspondence independently
- ☒ Reads and interprets complex technical material
- ☐ Ability to speak and understand a second language
- ☒ Can prepare complex reports and documents as required
- ☒ Ability to speak with individuals and small groups in an articulate manner
- ☒ Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below, I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: _____

Signature: _____ Date _____

Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce along with the students and families that we serve.