



POSITION TITLE: Data Integrity Specialist

REPORTS TO: Director of Student Services

PRIMARY FUNCTION: The Data Integrity Specialist position will perform work as assigned to assist in data entry for various student information software programs, enrollment processes and perform various administrative functions, as needed.

DETAILS: **POSITION IS HOME-BASED**
Contact kcaron@homeoftheshamrocks.org for more information

QUALIFICATIONS :

1. Experience and training which provide the following abilities, skills and knowledge:
 - a. Experience/skills with computer and computer software programs, such as Adobe Suite, Microsoft Office Suite, student management (PowerSchool) etc.
 - b. Ability to initiate and complete tasks with self-direction in a timely manner.
 - c. Knowledge and ability to complete data entry processes, manage curriculum programs, complete state reporting processes, etc.
 - d. Excellent English and grammar skills, proofreading skills and oral and written communications skills.
 - e. Ability to effectively operate various systems and office equipment.
2. Demonstrated understanding of the use of technology in both instructional and operational settings.
3. Must exhibit a pleasant personality and positive attitude toward working with students, administration, staff and community members.
4. Ability to handle multiple projects in an efficient and effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Gathers data, assesses needs, assists with designing and implementing process, procedures, reports and solutions.
2. Maintain various systems and perform updates in student management system for student schedules, transfers in and out of district.
3. Perform report-writing, importing and exporting data and writing queries as required.
4. Assist in implementing district pupil registration processes for various departments, as needed.
5. Perform the district's pupil registration data authentication and maintenance function.
6. Assist in data entry and analysis for Regional Directors, as needed.



7. Coordinate with Operations Director for all State reporting and pupil accounting procedures.
8. Perform other duties as required.