

LITERACY ACCOUNTABILITY SPECIALIST

(Range 110)

DEFINITION

Tracks and manages required data for local, state, and federal reporting; provides assistance to staff, instructors, and students with assessment administration and evaluation.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Literacy Services Manager.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Coordinates data collection from all literacy sites, and monitors data quality and integrity. Develops processes and procedures for data collection; creates and securely stores data backups.
2. Enters, uploads, and scans with accuracy, received data regarding student demographics, assessments, attendance, employment barriers, and updates into local and state data programs; analyzes data for accuracy and program improvement.
3. Coordinates plan for obtaining data from appropriate staff.
4. Assists Adult Basic Education/High School Equivalency/English as a Second Language (ABE/HSE/ESL) instructional staff and program coordinators with student assessment, registration, progress, attendance, and accesses instructional reports.
5. Contacts students to encourage or facilitate conversation in regard to attendance and program participation issues.
6. Enters and repairs student attendance, assessment, demographic records, including correcting incomplete and duplicate records.
7. Offers assistance to students and staff as needed; assists with assessment administration and scoring.
8. Creates and uses reports within relevant program data tables, forms, and queries. Modifies reports for comparison of data (LACES, CASAS/TOPSEnterprise (TE), TABE, Excel, etc.); updates programs as required.
9. Adheres to State guidelines establishing timelines for data entry.
10. Creates and produces reports to be used by staff to assist with instructional analysis or individual student information request.
11. Provides documents and informs staff and instructors of Federal Program tracking and assessment policies and procedures; updates staff as necessary and posts important documents on shared drive; distributes copies as needed.

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12. Acts as a local resource or liaison as needed for program improvement; attends State adult education annual monitoring and accountability training and monthly conference calls.
13. Operates standard office equipment and a motor vehicle.
14. Uses a computer to verify information and may make simple updates and entries.
15. Promotes and supports the overall mission of the District by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Policies and procedures related to the department to which assigned.
2. Record keeping principles and practices.
3. Use of specified computer applications involving word processing, data entry and/or standard report generation, and management of databases.
4. Standard office practices and procedures, including filing and the operation of standard office equipment.
5. Correct business English, including spelling, grammar and punctuation.
6. Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skilled in:

1. Determining the nature of a call or visit and recommending appropriate actions or solutions.
2. Using tact and discretion within established guidelines.
3. Organizing and maintaining accurate records and files.
4. Operating standard office equipment.
5. Using initiative and independent judgment within established procedural guidelines.
6. Organizing own work, setting priorities and meeting critical deadlines.
7. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
8. Establishing and maintaining effective working relationships with those contacted in the

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course of the work.

Ability to:

1. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
2. Ability to maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

QUALIFICATIONS

Training and Experience:

High School Diploma/GED; AND three (3) years of administrative support experience; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation. Individual must acquire certifications to administer and grade various student assessments within three (3) months of date of employment.

Physical Requirements:

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA:	NON-EXEMPT
CBA:	NON-SUPERVISOR
DEVELOPED:	FEBRUARY 2, 2017
REVISED:	