HEAD START & EARLY LEARNING PROGRAMS
JOB DESCRIPTION

DEPARTMENT: Data and Strategic Planning
POSITION TITLE: Data and Planning Coordinator
SUPERVISOR: Director of Data, Planning, & Evaluation
LOCATION: Vernon Street, Northampton, MA
STATUS: Non-Exempt

Position Summary:
Assist the Director of Data, Planning, & Evaluation in all activities involving the ongoing implementation of the Head Start childhood education database and other data, planning, and monitoring tasks. Provide technical assistance, develop systems to ensure data integrity, and gather data on community needs to support program planning. Lead trainings and develop a variety of materials to support program functions. Play an essential role in supporting program excellence and implementing the strategic vision of a large early childhood education program.

Essential Qualifications:
Curious and analytical thinker with a passion for improving systems and making a meaningful contribution to an early childhood education program that serves low-income infants, toddlers, and preschoolers and their families. Must demonstrate excellent analytical, organizational, communication, and computer skills (Microsoft Word, Excel, PowerPoint). Should feel very comfortable working in excel and training adults. Minimum qualifications: BA/BS in related field, 1 year supervisory, training or project management experience; or Associate degree in related field, 3 years experience, and 1 year supervisory, training or project management experience; or High School diploma or GED, 5 years related experience and 1 year supervisory, training or project management experience. Salary ranges from $16.79 to $17.81 per hour depending on experience (35 hour work week).

Essential Responsibilities:
- Work with the Director of Data, Planning, & Evaluation to ensure data integrity and compile regular reports to monitor program compliance
- Assist in strategic planning, including self-assessment focus groups and monitoring progress toward program goals
- Key point person in providing technical assistance and training to staff on the data system
- Create and maintain procedures manual and other instructional guides
- Gather data about staff and community needs to use in program planning
- Coordinate distribution and data entry for annual family, staff, and community partners surveys
- Complete weekly and monthly attendance monitoring tasks, including follow up with educators and other child care providers
- Assist with data preparation (compiling and organizing data) for reports on an as needed basis
- Assist with creating user-friendly reports and presentations, including visualizations for staff and parents.
- Work collaboratively and independently with other staff members
- Adhere to agency standards of conduct and confidentiality policies
- Other duties as assigned
Physical Demands and Work Environment:
The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit, stand, walk, talk, use a keyboard and climb stairs. The employee must occasionally lift and/or move up to 20 pounds. The employee must have the ability to drive a personal vehicle and program vehicles, as needed. The noise level in the office is usually quiet. The work environment is primarily an indoor office environment, with occasional exposure to outdoor weather.

This list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the agency. Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (C.O.R.I.), Department of Children and Families (DCF) background check and effective September 1, 2013 a Sex Offender Registry Information (SORI) and fingerprinting-based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check is to be completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verification of MMRs. Documentation of subsequent physical exams must be submitted every 2 years.

Please submit a cover letter and resume - applications without cover letters will not be considered.