



T U L S A

PUBLIC SCHOOLS

**Job Title:** Data Clerk, Language and Cultural Services

**Department:** Teaching and Learning/Language and Cultural Services

**Reports To:** Director of English Language Development

**Grade:** CA-07

**Number of Days:** 12 Months

**Security Access:** Wilson Teaching and Learning Academy

**Current Date:** April 14, 2016

**Overtime Status:** Non-Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Following established procedures, the Title III Data Clerk will receive, review, and enter data into the appropriate computer system or database. The Clerk will support the completion of mandated district, state, and federal reports through the collections of data found in various sources. The Clerk will ensure accuracy of all recorded data and perform database maintenance in PowerSchool and ELlevation. In addition, the Clerk will maintain appropriate paper and electronic records of both bilingual students and those receiving Title III services.

**Minimum Qualifications:**

- Education: High school diploma or equivalent
- Experience: Preferred one year experience in secretarial position or combination of education, training, and experience which provides the desired knowledge of skills and abilities necessary to perform the position's essential duties and responsibilities; Working in a cooperative environment, building team relationships, and self-managing time; Preferred bilingual ability in English and Spanish

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Enter, maintain, and organize Home Language Survey data
- Prepare Home Language Survey data for bilingual child count accreditation
- Track Home Language Survey data for initial ELL testing
- Contact previous schools to request ELL student data
- Maintain ELL student data accurately in PowerSchool and ELLevation
- Respond to out-of-district requests for ELL student records
- Track ELL and Immigrant data for grant reporting
- Collect documentation required for RSA folders for ELL students from previous schools
- Maintains confidentiality of student records
- Organize and verify accuracy of language assistance data in PowerSchool
- Track language assistance contractor services to provide required data analysis for the Office of Civil Rights
- Validate entry of language assistance information in PowerSchool for reporting to the Office of Civil Rights
- Complete data audits on ELL student data to ensure compliance in timeline completion
- Work with district personnel to ensure that ELL students are tested and data is entered within the required timeline
- Maintain inventory of Title III materials for state reporting
- Performs general clerical duties such as typing, answering phones, etc.
- Follow appropriate Title III processes and procedures
- Perform additional duties as assigned.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Bilingual in English and Spanish
- Knowledge of programs commonly used for data entry, including but not limited to: Microsoft Excel, Microsoft Office, Microsoft Outlook, Microsoft Word, and Microsoft Access
- Ability to be responsive and effectively communicate with district personnel, contracted service providers, parents, and community members
- Strong organizational skills and interpersonal skills
- Ability to work under pressure and be flexible.

**Supervisory Responsibility:** None

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office environment

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