

## JOB DESCRIPTION

<b>Position Title:</b>	Data Quality and Program Support Specialist
<b>Location:</b>	Doylestown
<b>Reports to:</b>	Executive Director
<b>Status:</b>	Full time, 37.5 hours per week, 52 weeks
<b>Salary Range:</b>	\$37,000 to \$40,000
<b>Benefits:</b>	Vacation, holidays, sick days, personal days, retirement, and health insurance according to the guidelines in Vita's Employment Policy Manual

### Summary of job:

The Data Quality and Program Support Specialist is responsible for accurately maintaining all data records for Vita's adult education programs and providing support to programs, as needed. Most of the work takes place during the day. However, some flexibility of hours is permitted as evening and occasional Saturday work are required.

### Responsibilities:

- Work closely with Executive Director, Program Directors, and Coordinators.
- Create and maintain accurate eData records according to PA Department of Education (PDE) regulations and standards as well as physical records at the main office.
- Create and maintain records for non-PDE contracts.
- Regularly analyze and verify accuracy of all records and discuss them monthly with the Executive Director.
- Act as Site Manager for the CASAS e-testing system, participate in paper-based testing, and liaise with PDE and CASAS representatives to resolve data concerns.
- Track student and class data, compile statistics, and produce reports for Vita staff on attendance, academic and employment progress and outcomes, and demographics.
- Analyze statistics and update staff on agency status at staff meetings.
- Provide student and class profiles and attendance summaries to program staff.
- Communicate with school districts and prepare end-of-year school reports for children in Family Literacy Program.
- Successfully complete all PDE required trainings and maintain certification for paper-based assessment.
- Provide program support, e.g. answering phones; responding to inquiries; preparing purchase orders; organizing materials; and helping deliver resources to teachers.
- Prepare student registration schedules and program year calendars for classes; participate in registration activities.
- Update electronic Teacher's Manual and compile teachers' resources.
- Organize end-of-year ESL celebrations.

- Comply with Vita’s policies and procedures as specified in the Vita Employment Policy Manual and Vita COVID-19 Safety Plan.
- Execute other responsibilities as assigned.

**Qualifications:**

- Bachelor’s degree,
- Experience with databases and office procedures,
- Excellent computer skills in Microsoft Office, Zoom, Internet and willingness to learn new programs,
- Strong organizational skills and ability to pay close attention to detail,
- Effective written and oral communication skills, including telephone skills,
- Ability to meet time-sensitive deadlines,
- Maturity, patience and understanding in working with diverse populations,
- Bilingual abilities a plus (especially English-Spanish or English-Russian),
- PA child abuse, criminal, and FBI clearances— all clearances must be dated within one year of hire date.

**Application Process**

Submit the following to [manderson@vitaeducation.org](mailto:manderson@vitaeducation.org):

- Cover letter
- Resume
- Two references