

**Kentucky Educational Development Corporation
904 West Rose Road
Ashland, KY 41102**

Job Opening

Regional Migrant Data Clerk

Reports to: Regional Migrant Coordinator

Wage/Hour Status: Determined by KEDC salary scale

Primary Purpose: To perform recordkeeping tasks and manage forms/information for migrant student records. The clerk will be required to process all MIS2000 data and work in conjunction with all levels of district personnel. The Records Clerk is directly responsible to the Regional Coordinator.

Minimum Qualifications:

- ✓ Must be able to maintain a positive attitude under pressure
- ✓ Must maintain confidentiality at all times regarding all sources of data under your care
- ✓ Be attentive to detail and paperwork
- ✓ Must be a high school graduate or possess a General Education Diploma (GED)
- ✓ Must be able to effectively relay information to Coordinator and other staff members
- ✓ Must be able to file and keep records
- ✓ **Knowledge and experience with data base usage highly desirable. (Infinite Campus, etc.)**

Major Responsibilities:

- ✓ Enroll all eligible migrant students into MIS2000 according to KY's Migrant Education Program (MEP) adopted procedures
- ✓ Enters "Certificate of Eligibility" (COE) and student service data into MIS2000 data system according to state and federal guidelines
- ✓ Maintains up-to-date individual student records for all districts in the region
- ✓ Maintains flexibility in response to varying job assignments
- ✓ Maintains confidentiality of information
- ✓ Extensive knowledge in regard to the total operation of the MEP and school districts within the region
- ✓ Make accurate eligibility decisions
- ✓ Completes performance reports and other data relevant to the operation of the program; meeting all state timeline requirements, including all enrollment and withdrawal, supplemental and instructional services, test and health data
- ✓ Participates in regional, state and national professional development as requested, especially records clerk in- service trainings
- ✓ Works cooperatively with schools and their districts' personnel as well as with inter-agency services providers

- ✓ Support all regional programs, state and federal migrant laws, regulations and policies
- ✓ Complete all forms and process information required by MIS2000
- ✓ Apply and explain federal regulations pertaining to the MEP
- ✓ Maintain physical and computerized files and databases for ten years, (as prescribed by the Office of Migrant Education's Non-Regulatory Guidance, Chapter XI, C3), including federal database of migrant students and other student records.
- ✓ Update educational and health information for migrant students as required
- ✓ Withdrawal migrant students from MIS2000 as students leave school districts
- ✓ Attend all training sessions provided for the records clerk by the MEP.
- ✓ Process all incoming and outgoing correspondence dealing with the migrant records, disseminate the MIS2000 records accordingly.
- ✓ Respond appropriately to inquires or complaints
- ✓ Use tact and courtesy when working and dealing with the community
- ✓ Read, comprehend and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- ✓ Write using prescribed formats and conforming to all rules of punctuation, grammar, diction and style
- ✓ Interpret, infer, analyze, synthesize and evaluate materials, resources, situations and problems to generate options and solutions.
- ✓ Interpret and carry oral and/or written instructions
- ✓ Demonstrate continued professional curiosity and growth
- ✓ Communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- ✓ Deal fairly with people beyond giving and receiving instructions
- ✓ Take the initiative to complete job duties
- ✓ Perform assigned tasks in a timely manner
- ✓ Consistently display professionalism
- ✓ Show enthusiasm and concern for the total program and its efficient operation
- ✓ Maintain regular and punctual attendance
- ✓ Inform Migrant Coordinators on matters of concerns
- ✓ Perform related duties, as assigned
- ✓ Other duties assigned by Supervisor

Closing Date: Until filled

Please send a KEDC job application and resume to the address above or via e-mail to Stephanie.little@kedc.org

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