



We are pleased to announce that we are seeking qualified applicants for the position of

## MIGRANT EDUCATION DATA SPECIALIST

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S):** Migrant Education Data Specialist  
**1** 40 hours/week, Mon-Fri, 220 days/year (pro-rated for the remainder of 2022-23)

**LOCATION:** High Desert Regional Education Center, Redmond

**START DATE:** As soon as possible

**SALARY** As established by bargaining agreement, Classified Wage Schedule, starting range \$20.61 - \$25.09/hr

**RANGE:** Benefits include family insurance package, sick/personal leave and paid holidays, generous PERS contribution

**QUALIFICATIONS:** **DEFINITION**

The Central Oregon Migrant Education Program is a federally funded program administered by the High Desert ESD. The program provides supplemental educational and support services for migratory children. A migrant child is defined as a child age 3-21 that has moved across a school district line in order to obtain temporary or seasonal employment in qualifying agricultural work. The basic purpose of the Migrant Education Program is to assist local school districts with improving and coordinating the educational continuity for the children of the nation's migratory workers who have had their schooling interrupted. The emphasis of the federal legislation is helping migratory children to meet the same high standards expected of all children by coordinating and supporting services that sustain and accelerate their progress in school.

The Migrant Education Data Specialist will provide reporting services for the Title 1C Program in accordance state and federal regulations utilizing the Oregon Migrant State Information System (OMSIS) and the Migrant Student Information Exchange (MSIX).

**QUALIFICATIONS**

1. This position requires a High School diploma or equivalent.
2. Excellent written and oral communication skills in Spanish and English
3. The person in this position must be highly competent in the use of computers and appropriate software specific to the needs of the position including Google Suite and Microsoft Office.
4. Experience in data entry highly preferred
5. Working knowledge of modern office practices, procedures, and equipment
6. The individual must be highly organized, able to work with deadlines, and have a courteous and helpful attitude at all times.
7. Critical thinking skills and confidence in decision-making and carrying out actions
8. Demonstrated ability to work independently and as a collaborative team member
9. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
10. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected.
11. Must have access to reliable transportation, and consistent attendance is required.

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:**           **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Kayla Hefling, 541.310.6616, [kayla.hefpling@hdesd.org](mailto:kayla.hefpling@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org) or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Jamie Benton, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.638.9654  
[jamie.benton@hdesd.org](mailto:jamie.benton@hdesd.org)

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action, equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED:	12/12/2022
<hr/> <b>DIRECTOR OF HUMAN RESOURCES</b> <b>Posting # C22-23/131-5418</b>	

## **MIGRANT EDUCATION DATA SPECIALIST**

### **Definition**

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### **Qualifications**

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**Classification** Classified

**Reports To** Director of Regional Migrant Education Services

**Performance Responsibilities**

1. Enter, update and maintain OMSIS database for the Migrant Program.
2. Gather and submit information required for program reports, establish and maintain an orderly system of records and ensure the security of all confidential information
3. Process mass enrollments and withdrawals, which includes verification and entry of information into OMSIS and MSIX Databases.
4. Performs technical and record-keeping duties relating to the eligibility of families and the enrollment of children in the Migrant Education Program
5. Evaluates multiple sources of student information while reviewing Certificates of Eligibility (COE) to help determine student eligibility based on federal and state regulations and guidelines; interprets and applies mandated rules and regulations and verifies accuracy of data.
6. Receives, reviews, evaluates, and helps verify and process eligibility documentation submitted by program recruiters
7. Reviews and verifies student data and student counts; performs data entry functions such as updating student data, withdrawals, flagging students, and adding services; assures accuracy and timely submission of student data to Oregon Department of Education (ODE) and resolves discrepancies as needed
8. Exports various data from multiple data sources to multiple systems to identify inaccurate codes, mismatches, and other discrepancies within the data for detailed analysis and verification; follows-up with schools or program to obtain missing data, to correct data, and to ensure the data is accurate  
Supports and participates in quality control activities such as recruiter trainings; communicates with families and/or recruiters to verify regional data
9. Compiles and reconciles data across regional, state and national student databases by collaborating with multiple agencies; collaborates with the Oregon Department of Education (ODE) and other agencies to ensure accuracy of annual records submissions; identifies and resolves duplicates and performs other data quality checks on an assigned database program; assures quality control data samplings are maintained and recorded in accordance with program requirements
10. Collaborates with district/regional staff to meet minimum quality control standards, maintain accuracy of student and school data, and compliance with Federal and State guidelines
11. Prepares, reviews and distributes enrollment reports, Family Needs Assessments and other related documents as needed; prepares routine and specialized reports relating to eligibility, enrollment and program service for administrators, managers and program coordinators at the county, regional and district level
12. Collaborates with school districts in order to respond to program inquiries and makes appropriate referrals and notifies school districts and various agencies regarding enrollment of identified students
13. Trains, coordinates and provides direction on data related tasks and state and federal regulations to new and existing Migrant Education program staff at district and regional levels
14. Attends and participates in assigned meetings, in-services and committees; assists in development of training sessions for data specialists