



## Vacancy Richardson ISD

**POSITION:** PART TIME DATA SPECIALIST (GRANT-FUNDED POSITION)

**REPORTS TO:** COORDINATOR FOR ADULT EDUCATION

**SALARY:** \$15.00 PER HOUR

**QUALIFICATIONS:**

- Accredited High School Diploma or equivalent
- One year of related experience
- Excellent computer skills with knowledge of MS Office professional and MS Windows
- Ability to successfully complete assignments accurately, in a timely manner with general supervision
- Ability to work effectively with all levels of district personnel as well as linguistically and culturally diverse constituencies
- Knowledge of Adult Basic Education regulations to meet federal, state and local guidelines preferred
- Ability to maintain accurate records and prepare accurate and timely correspondence
- Problem solving skills in researching and responding to inquiries and other tasks assigned
- Organizational, prioritization, communication, customer service and interpersonal skills required to achieve the goals of the position
- Written and oral skills in Spanish preferred


**RESPONSIBILITIES**

- Enter and update data weekly in TEAMS concerning student, staff, class and site demographics, enrollment, assessments, orientation, daily attendance, contact hours, student participation, goal setting and achievement, withdrawal, transfer and completion
- Compile information for monthly and year-end program reporting to TWC and Irving ISD
- Exercise confidentiality with respect to department records and staff and student data
- Answer incoming calls and take reliable messages
- Enroll new students; become certified in BEST Plus testing
- Be able to work afternoons 1-6 p.m., M-Th

**APPLICATION PROCEDURE:** Apply online at [www.risd.org](http://www.risd.org). Current RISD employees should complete an internal online application at <https://www.applitrack.com/risd/OnlineApp/default.aspx>  
Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: UNTIL FILLED**

**APPROVED:**

  
Dr. Christopher B. Goodson  
Assistant Superintendent – Human Resources

**DATE:**

