



Position: Data Specialist, Tennessee Migrant Education Program

Posted 8/1/2021. Open until filled.

Location: Tennessee

This is a full-time position that reports to the Data Manager. The primary responsibility of the Data Specialist is to ensure that all required migrant student information is entered into the TN Migrant Education state database (MIS2000) and the national migrant student database (MSIX). The Migrant Education Program (MEP) is a program established by the United State Department of Education. Arroyo Research Services is responsible for the implementing major components of the statewide Migrant Education Program in the state of Tennessee. The fundamental purpose of the program is to remove barriers to academic success for migrant children (ages 3-21) and promote academic achievement.

Responsibilities:

- Collects and enters all student and program data.
- Verifies that all information entered is accurate and complete.
- Maintains confidentiality of all student, family and school information statewide.
- Works with school administrators, recruiters and families to maintain accurate local, state and national data on migrant students.
- Manages the state TN Migrant, MIS2000 and federal MSIX databases
 - Creates accounts for MEP staff and district liaisons
 - Provides technical support in accessing data and account login information
 - Ensures that the Migrant Education program adheres to all applicable state and federal data regulations.
 - Manages reporting deadlines for the CSPR
 - Collects data throughout the performance period for the CSPR
 - Monitors the quality of data reported by staff to be included in the CSPR
 - Provides annual MSIX cybersecurity training to staff and district Migrant Liaisons
- Certifies final review of Certificates of Eligibility (COEs)
- Prepares and distributes documentation, communications, and reports related to Migrant Education data:
 - Develops Student Lists for district liaisons and MEP staff
 - Certifies COEs and enters them to MIS2000
 - Manages and sorts Occupational Surveys and distributes them to MEP staff for verification
 - Trains district Migrant Liaisons on how to administer Occupational Surveys to potential eligible students
 - Develops and provides monthly MEP extensive summary reports to the state Executive Director (Jan Lanier)
 - Receives Move Notifications from MEP states, notifies MEP recruiters to confirm

enrollment

- Reports Move Notification of TN MEP students to MEP receiving states
- Collects Individual Student Records from district liaison and enters all information in MIS2000
- Collects student OSY Profile and Needs Assessment information from MEP staff and enters all information and reports grant requirement priority for service classification to MIS2000
- Retrieves and monitors state and regional data as needed for reporting and funding purposes.
- Provides student eligibility information, state and national database navigation support to district liaisons and MEP staff
- Communicates with MIS2000 MS/EdD Management Services to create and update MEP analytical reporting tools.
- Develops trainings for staff on grant reporting requirements
- Develops analytical reports on recruitment and service data to inform staff accountability
- Monitors mobility trends of MEP students and communicates with district liaisons and MEP staff to confirm dwelling status.
- Coordinates MEP Student residency verification process for each performance period with MEP staff.

Qualifications:

- General Knowledge of the Migrant Education Program and experience working with migrant communities, preferred.
- Bachelor's degree preferred.
- Excellent written and oral communication in English required, bilingualism in Spanish preferred.
- Flexibility, creativity, initiative and ability to work as a team member.
- Ability to interact with diverse groups of stakeholders.
- Ability to work independently, manage multiple tasks and work in a fast-paced environment with deadlines and strict timelines.
- Ability and willingness to work occasional evenings and weekends.
- Excellent computer skills, including MS Office and database management.
- Experience working in educational settings (i.e. Pre-k or Head Start, K-12 school systems, or adult education).
- Ability to manage and use data and information to solve problems and make decisions.

Compensation

Salary is based on experience and/or qualifications. All full-time team members receive health insurance, participate in the firm 401k retirement plan, and are part of the firm profit-sharing program.

Location

Location is Tennessee. Arroyo Research Services works throughout the United States with headquarters in Asheville, NC. Plans for a TN office are pending, though this position will likely not work from an office.

To Apply

Arroyo Research Services is committed to inclusion and diversity and is an equal opportunity employer. We welcome applications without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics. DACA recipients are encouraged to apply. To apply:

- Submit an email to jobs@arroyoresearchservices.com that includes a cover letter and resume. Include the position title in the email subject line. Make sure document file names include your first and last name, e.g. LastnameFirstnameResume.xxx or similar.
- We will respond to each submission with next steps.

About Arroyo Research Services

Arroyo Research Services is an education professional services firm that uses the tools of social science to help school districts, state departments of education, universities and education organizations achieve the highest standards of educational excellence. Our services include research, measurement and evaluation, strategic planning, technical assistance, and migrant education program support. Our work includes programs designed to advance educational outcomes for underrepresented youth from birth through college, serve migrant youth and families, build optimal health among teens, increase STEM learning and educational attainment, and promote STEM-related innovation. Based in Asheville, North Carolina, the firm was founded in 2005 and has a rapidly growing national practice. Recent clients include the State Education Agencies of Arizona, Arkansas, Colorado, Florida, Georgia, Hawaii, Illinois, Iowa, Kentucky, Maine, Maryland, Mississippi, Montana, New York, Ohio, Pennsylvania, Tennessee, Texas, and Virginia; school districts including Fairfax County Public Schools (VA), Hillsborough County Public Schools (FL), Columbus and Dayton Public Schools (OH), Baltimore County Public Schools (MD), and Socorro Independent School District (TX); organizations that include The Gallup Organization, Learning Forward, Hudson Alpha Institute for Biotechnology, Strada Education Network, and Reach Virginia; and universities including California State University, Fullerton, University of South Florida, University of Virginia, State University of New York and others. Our work is funded by the National Science Foundation, U.S. Department of Education, National Institutes of Health, Department of Defense Education Activity, the Sandler Family Foundation, Apple Federal Credit Union Education Foundation and others. More information about the firm and its principals is available at www.arroyoresearchservices.com.