

Danville Public Schools

PLEASE POST

INTERNAL VACANCY ANNOUNCEMENT

GEAR UP DATA SPECIALIST

GEAR UP ABSTRACT:

It is the mission of Danville Public Schools to provide a safe and orderly educational environment in which all students will have an opportunity to experience success in social, academics, physical and emotional development. **The GEAR UP/ACCESS** grant will encourage students in the cohort to successfully pursue a post secondary education. The DPS cohorts consist of 331 students attending George Washington High School, Langston Focus School and Galileo High School. Seventy-six percent (76%) of these students qualify for free or reduced lunch. All program initiatives are developed to engage students in personalized, challenging, and exciting learning opportunities that are interesting and meaningful so that more students will perform at higher levels of achievement

MAJOR AREAS OF RESPONSIBILITY:

- Compile and prepare yearly summative reports.
- Keeps track of received data.
- Input all Gear Up data to ensure an accurate and up-to-date database is maintained.
- Confirms accuracy of data such as hours received and dates of program.
- Reviews and makes necessary corrections to information entered.
- Compiles, sorts, and verifies accuracy of data to be entered.
- Generates reports and responds to enquires regarding entered data as requested.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidential information.

QUALIFICATIONS & REQUIREMENTS:

- ♦ Experience in working with high school students is preferred
- ♦ Must be available to work during after school hours Monday through Thursday, from 3:30 p.m. to 4:30 p.m., for the duration of the program (2011-2012 school year)
- ♦ Must attend all required meetings, to include those held beyond regular program hours
- ♦ Must possess a strong working knowledge of computer applications, including word processing and database management
- ♦ Must possess excellent communication skills, both oral and written

Stipend Payment: \$1,500 for the school year

Application Deadline: Applications will be screened upon receipt. Interviews will be conducted immediately, with selection to follow soon thereafter.

Start Date: As soon after selection as possible

- **Special Note:** This position is funded for one (1) year by a grant. However, the successful candidate must complete the appropriate prohibitory cycle and meet all performance expectations.

TO APPLY: FORWARD A LETTER OF INTEREST & CURRENT RESUME TO:

Department of Human Resources
Danville Public Schools
P. O. Box 9600
Danville, VA 24543

(434) 799-6400

Fax: (434) 797-8827

Email: hr@mail.dps.k12.va.us