

LA's BEST Data Verifier (Job Posting – August 2023)

About LA's BEST

Our mission to keep kids engaged, provide social and emotional connection and support working families remains paramount. For over 30 years, LA's BEST has provided safe, supervised afterschool enrichment for elementary school students in neighborhoods with the highest needs and fewest resources. LA's BEST engages children creatively, emotionally, intellectually, and physically, empowering them to explore and discover the opportunities in their lives. We inspire and prepare children to create lives full of choices.

LA's BEST is a unique partnership between the private and public sectors providing afterschool enrichment. Los Angeles Unified School District (LAUSD) operates the program. Advocating for public, government allocations and fundraising from the private sector comprise the nonprofit entity. These branches collaborate to maintain, expand and enhance equitable programming that benefits staff, children and working families living across Los Angeles.

Job Overview and Responsibilities

A Data Verifier performs a variety of clerical duties, ranging from entry level to those requiring the exercise of judgment based on training and experience. Provide technical and clerical support for LA's BEST Schools and LA's BEST Operations staff with regards to the acquisition, interpretation, analysis and processing of student and school data with an emphasis on student attendance in the LA's BEST Program. Collects and validates data to be used in generating attendance required reports.

Core Competencies

- Research & Data Collection
- Time Management and Organization
- Excellent Verbal and Written Communication Skills
- Strategic Thinker
- Adaptability
- Facilitation Skills
- Computer Skills
- Microsoft Office Skills
- Teamwork Orientation

How will you contribute?

- Ongoing file management of student and school data.
- Analyze data submitted by sites, traveling and office staff which include but are not limited to
- Verify quality of scanned images/data
- Verify file completeness
- Check for anomalies which may disrupt data processing such as:
 - Skewed or misaligned paperwork
 - Proper and complete submission of data
 - File format and naming conventions

**LA's BEST
Data Verifier
(Job Posting – August 2023)**

- Track and log receipt of weekly attendance paperwork and various monthly reports utilizing local intranet
- Contact site's, traveling staff, regional directors and office staff via email and telephone in regards to attendance data
- Perform data entry and attendance verification
 - Process attendance data using Optical Character Recognition software (OCR)
 - Correct discrepancies identified by OCR software
 - Enter, register and update confidential student information on local intranet
- Compile, interpret and code data from sites
- Verify and update various attendance related reports accessed by site, traveling and office staff
- Assist staff with attendance related paperwork in office and field
- Understand and utilize search concepts, searching for files by name and content
- Use of District Information Systems in identifying student information
- Analyze and correct anomalies in relation to attendance data
- Facilitate trainings in relation to attendance collection, submission and reporting
- Process confidential student records as needed for parent/guardians
- Travel to various sites as needed
- Other duties as assigned

Qualifications and Experience Requirements

Knowledge is defined by successful completion of LA's BEST testing process with a passing score.

Knowledge of:

- Basic arithmetic
- General office practices and procedures
- Operation of various office machines
- Technology
 - Knowledge and use of various Microsoft Office products
 - Organization of files and accuracy of records
 - Use of a personal computer to input, edit, extract, and format data and information
 - Produce, retrieve, and store various data and email documents
 - Type rapidly and accurately using a computer keyboard minimum 45 WPM
- Communication
 - English composition
 - Knowledge of appropriate techniques used in providing information in person and via telephone
 - Write legibly
 - Communicate effectively orally and in writing
- Ability to:
 - Understand, interpret, and apply pertinent laws, rules, regulations and procedures
 - Work effectively with employees and the public
- Graduation from high school or evidence of equivalent educational proficiency

**LA's BEST
Data Verifier
(Job Posting – August 2023)**

Compensation

\$48k - \$50k, Commensurate with Experience

Company Benefits

LA's BEST provides Employer paid medical, dental, & vision insurance for employee, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, holiday and vacation pay, cell phone stipend, and other benefits.

Equal Opportunity

LA's BEST, is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

How To Apply

Application Open Date:	08/22/2023
Application Close Date:	08/31/2023
Position Duration:	One Year Contract

Please send a cover letter and your resume to victorv@lasbest.lausd.net. Responses requested by August 31st, 2023