



Now Hiring

Position Title: Student Data Specialist

FLSA Status: Classified /Non-Exempt

Location: 149 N. White Rd, San Jose, CA 95127

ABOUT ESCUELA POPULAR

Founded in 1986, Escuela Popular (EP) is a grassroots, community-based charter school that has grown to serve over 800 students in East San Jose. Our culturally rich programs focus on serving Latino and Spanish-speaking families, offering:

- A K–8 Elementary School implementing a Two-Way Dual Language Immersion program with Spanish as the target language.
- A high school program for students under 19 years of age.
- An adult high school program for learners over 19, which includes childcare for parents pursuing their education.

EP is committed to educational equity and empowering students through bilingualism, academic excellence, and holistic support.

POSITION OVERVIEW

Under general direction, the Student Data Specialist is responsible for supporting student data management, enrollment, and attendance tracking. This role involves data entry, verification, and communication with staff, students, and families to ensure the accuracy and integrity of student records.

The Student Data Specialist performs clerical and administrative tasks related to student registration, attendance, grading, and compliance reporting but does not have supervisory responsibilities or independent decision-making authority.

This position requires strong attention to detail, organizational skills, and the ability to handle confidential student information while working in collaboration with the Student Data Manager, teachers, school administrators, and families.

**Schedule:**

Candidates must be available to work **3 days per week on the PM shift** and **2 days per week on the AM shift**.

- **PM Shift:** 12:30 PM – 9:00 PM
- **AM Shift:** 8:00 AM – 4:30 PM

Flexibility is essential, as specific days may vary based on business needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

Data Management & Recordkeeping

- Assist in maintaining student files, attendance records, and enrollment documentation.
- Support the preparation, processing, and distribution of various registration and attendance documents.
- Enter, update, and verify student demographic and attendance data in the Student Information System (SIS) under the direction of the Student Data Manager.
- Collect, review, and file teachers' attendance rosters, ensuring all records are properly documented.
- Enter student grades and demographic updates as directed.
- Generate and update student schedules, ensuring accurate data input.
- Assist in identifying and correcting discrepancies in student data by collaborating with the appropriate staff.
- Support attendance reporting by providing accurate student absence records to school administrators.
- Print and distribute class rosters to teachers, ensuring timely updates.
- File and organize teachers' attendance rosters, creating attendance record books.
- Verify the accuracy of teacher-submitted attendance records, assisting in corrections when necessary.
- Document and track student absences, issuing excuse slips and updating the Student Absent Tracking sheet as needed.

Communication & Family Engagement

- Contact parents/guardians regarding student absences and attendance concerns, ensuring accurate communication.
- Prepare student verification letters and assist in drafting other attendance- and data-related correspondence.
- Work closely with the Student Data Manager, teachers, and office staff to ensure efficient data collection and reporting.
- Respond to staff and parent inquiries related to student data, directing complex issues to the Student Data Manager.



Compliance & Confidentiality

- Ensure compliance with school policies and procedures related to student registration, attendance, and records management.
- Maintain strict confidentiality in handling student records in accordance with FERPA and school policies.
- Follow established guidelines for managing, storing, and securing sensitive student information.

Other:

- Accurately record work time punches and leave requests in the school's HR system, Paylocity, promptly.
 - Supports school initiatives for a safe and healthy environment.
 - Attends school events, community gatherings, and professional development sessions with supervisor approval.
 - Participates in mandatory staff meetings.
 - Checks and responds to work emails daily during work hours to stay informed of important updates and communications.
 - Some travel may be required.
 - Performs other duties as assigned.
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REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- Bachelor of Arts in Education, Business Management, or a closely related field from an accredited institution. *(High Preferred)*
 - Associate of Arts in Education, Business Management, or a closely related field from an accredited institution. *(Required)*
 - Two (2) years of experience in a school setting or administrative role. **(Required)**
 - Bilingual in English and Spanish. *(Required)*
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COMPENSATION & BENEFITS

- Compensation: \$34.16 - \$37.95 an hour (Depending on experience)
- Comprehensive benefits include:
 - Medical, dental, vision, and life insurance
 - Paid sick time off
 - Paid 3 weeks of vacation time off
 - Paid holidays
 - Ongoing professional development



- Supportive, mission-driven school culture

HOW TO APPLY

Please email the following to hr@escuelapopular.org:

- Cover Letter
- Resume
- Copy of a valid California credential
- Two letters of recommendation

Only candidates selected for interviews will be contacted.

Escuela Popular is an Equal Opportunity Employer.