



The
Learning
Tree

Helping Children Learn and Grow

Residential Data Coordinator

Essential Duties and Responsibilities: shall include but is not limited to the following:

- Tracking of staff attendance and tardiness reports
- Appropriate filing of all employee file data, according to applicable state and federal standards
- Communication with parents and agency representatives on behalf of CRS
- Assistance with scheduling of staff training for employees
- Participation in orientation training for new employees
- Disbursement of funds for student activities and personal purchases
- Collection of receipts and unexpended funds from activities and student funds expenditure
- Documentation of employee training
- Assistance in scheduling of interviews for applicants
- Other duties deemed necessary by CRS to ensure quality of service delivery for students

Education and/or Work Experience Requirements: Minimum of High School Diploma;
good driving record

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, including meeting
- Qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal standards

Job Type: Full-time

Hours: 10am – 6pm, Monday through Friday