

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Student Data Manager

QUALIFICATIONS:

Minimum:

1. Strong analytical and organizational skills
2. Ability to work with a high degree of accuracy
3. Considerable knowledge of computers, peripherals, and various operating systems
4. Knowledge of word processing software, spreadsheets, and databases
5. Ability to communicate successfully with school personnel, parents, students, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
6. Interest in continual growth in the data management field.
7. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination

Desirable:

1. Knowledge of school system student information software package utilized at the school.
2. Knowledge of student accounting procedures and regulations.
3. Bachelor's degree.

REPORTS TO: Director of Technology, Student Data & Assessment

JOB GOAL: To perform and manage a variety of complex technical and computer support functions for the student information system.

PERFORMANCE RESPONSIBILITIES:

1. Manage, utilize and maintain the district's student information system. Create procedures that will lead to the accurate input of data and work cooperatively with other district staff to ensure their ability to follow the procedures established.
2. Maintain the student database as necessary for efficiently and accurately fulfilling the district's reporting requirements for federal, state, and county reports, including but not limited to the following: NJSMART, Electronic Violence, Vandalism and Substance Report (EVVRS), Limited English Proficient Fall Exit Report, Limited English Proficient Fall Enrollment Report, Application for School State Aid (ASSA), NCLB Title I Performance Report, and NJ Register/Average Daily Attendance (ADA).
3. Build new databases to generate special reports/electronic files. Design formats in which to display data.
4. Gather and maintain data necessary to ensure the efficient and accurate uploads required under the NJ SMART initiative.

5. Oversee and manage a district standardized reporting system for district records such as enrollment, attendance and assessment.
6. Ensure compliance with the state-mandated assessment program by assuming responsibility for accurate and efficient completion of the Online Materials Survey and the Pre-ID Label upload. Support the district testing program by providing pre-ID labels and/or class rosters as requested by the Director of Technology, Student Data and Assessment.
7. Provide assistance to the media specialists, food service contractor, and the Hunterdon Central High School District by providing the digital data necessary and as approved for release by the Director of Technology, Student Data and Assessment.
8. Train administrators, teachers, and secretaries in how to maximize the use of the student management software for developing student and teacher schedules, tracking student discipline, inputting and printing reports related to student grades, attendance, and health information.
9. Support administrators in their use of data-based decision making by providing training and technical expertise in how to generate, input, format, and interpret student achievement data.
10. Provide support to the Director of Technology, Student Data and Assessment by assisting with the preparation of reports to the Board of Education related to student achievement.
11. Provide technological assistance with scheduling.
12. Stay abreast of current technological development and trends in the field of data management by attending conferences and classes, as necessary.

TERMS OF

EMPLOYMENT:

Salary for a twelve-month work year to negotiated annually between the Student Data Manager and the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

APPROVED BY: Board of Education

DATE: April 24, 2006

REVISED: July 14, 2008; March 13, 2024