

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

Central Office Administration

Non-Certified

TITLE: District Data Coordinator

QUALIFICATIONS:

1. Bachelor's Degree
2. Possess strong analytical and organizational skills, excellent integrity and demonstrate good moral character and initiative.
3. The ability to work with spreadsheets, NJSMART, and student management systems with a high degree of accuracy.
4. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate with students, staff, administration, parents, and the community.
5. Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary.
6. Maintenance of confidentiality including, records and information, etc.

REPORTS TO: Superintendent/Supervisor of Curriculum

JOB GOAL: To supervise, manage and coordinate the data affairs of the district efficiently and effectively; to ensure that support services work with the available data resources to achieve the educational goals of the district.

JOB FUNCTIONS AND PERFORMANCE RESPONSIBILITIES:

District Data Management and Reporting

1. Manage and maintain the district's student information management system.
2. Support the creation of procedures that will lead to accurate input of data.
3. Support the extraction and export of data from the student database system into other programs.
4. Design and generate special reports/electronic files and provide assistance to various departments by providing digital data as necessary.
5. Gather and maintain necessary data and ensure accurate and efficient compliance with requirements and timelines for:
 - a. student submission uploads required for NJSMART
 - b. state and district assessment programs, including the state assessment registration upload, the Online Materials Survey, and providing pre-ID labels and/or class rosters for district assessments as requested by the Director of CI&A
 - c. the gathering and processing of employee information in preparation for negotiations of successor collective bargaining agreements
6. Manage all data elements of district and state assessment administrations for Director of CI&A, including supervision of state and district assessment platforms and management of the state assessment help desk on testing days.
7. Prepare district data reports through access to salary information, stipends and other means of extra compensation, forms of personnel information, health benefits, enrollments, and other information requested by the Superintendent and School Business Administrator

Training & Support

8. Train and support/provide technical assistance to district staff, including administrators, teachers and support staff, in the use of the student management system and other district data systems—as required for their role, including: developing student and teacher schedules, tracking student discipline, generating and printing reports related to students, grades, attendance and health information.

District Data Coordinator (continued...)

9. Support administrators in data-based decision making by providing training and technical expertise in how to generate, input, format, and interpret student achievement data.
10. Liaise with district stakeholders, the student database provider, other third party platform vendors and District Technology Coordinator to troubleshoot accessibility or use issues with student database and/or third party platforms.

District and State Reporting

11. Oversee and manage designated district standardized reporting for district records including staff information, student information, enrollment, attendance, and assessment.
12. Create procedures for and ensure utilization of the district database accurately and efficiently, including as necessary for fulfilling the district's policies, requirements and timelines established by federal, state and county law regarding the coding and reporting of student information, and collection and organization of staff information for preparation for successor collective bargaining agreements.
13. Provide support to central office administration by assisting with the preparation of reports to the Board of Education related to students and staff.

General

14. Stay abreast of current technological development and trends in the field of data management by attending meetings, conferences, and classes, as necessary.
15. Participate in the development of district strategic plans through the provision of requested data on students and staff.
16. Participate in department meetings and technology integration meetings.
17. Work cooperatively with district staff to ensure their ability to follow the procedures established.
18. Any other duties as assigned by the Superintendent or his/her designee.

TERMS OF

EMPLOYMENT:

Twelve month work year. Salary to be determined by the board.

ANNUAL EVALUATION

Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation.

Approved: April 29, 2020