

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

TITLE: NJS^{SMART} Data Management Specialist

QUALIFICATIONS:

1. Experience that is directly related to the duties and responsibilities specified.
2. Strong communication and interpersonal skills.
3. Skill in organizing resources and establishing priorities.
4. Knowledge of the rules, regulations, and laws regarding student records.
5. Ability to maintain confidentiality of records and information.
6. Ability to communicate effectively orally and in writing
7. Ability to gather and analyze statistical data and generate reports.
8. Ability to follow up, good with details, ability to deal with many issues concurrently.
9. Computer literacy.

REPORTS TO: Superintendent

SUPERVISES: The district's admissions, enrollment and student records

JOB GOAL: To provide data services related to NJS^{SMART}.

PERFORMANCE RESPONSIBILITIES:

1. Administers the database for NJS^{SMART}
2. Supervises, generates and uploads data for purposes of meeting state reporting and testing requirements for all NJ Smart submissions with input from district departments.
3. Prepares conducts training to keep personnel trained and informed in the use of applications and developments related to NJS^{Smart}.
4. Responds to inquiries and requests to provide training and assistance for NJS^{Smart} system users for purposes of providing information and/or directions.
5. Maintains calendar of activities for NJS^{Smart} uploads, data entries, and submissions.
6. Maintains privacy and integrity of data.
7. Performs other related duties as may be assigned.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the CBA.

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:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report of Improvement of basic skills.
<u>N.J.S.A.</u> 18A: 16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.S.A.</u> 6A:32-6.3	Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.