SECTION: **CENTRAL ADMINISTRATION**

AREA: **CLASSIFIED PERSONNEL**

TITLE: **DISTRICT INFORMATION MANAGER**

QUALIFICATIONS:

1.   Degree and or certification in Information Management, Data Processing or Information Systems or equivalent, higher academic or professional training, or experience in these fields.

2.   Previous experience preferred in K - 12 education, particularly with NCLB and NJ state data reporting requirements.

3.   Previous experience preferred with K - 12 Student Information Systems currently used in the district or anticipated for future use.

4.   Experience or knowledge of cross platform data extraction, normalizing, and reporting.

5.   Knowledge of data management software and operating systems. Experience with Java and Java Scripting preferred.

6.   Strong abilities in data analysis software packages. Strong background in statistics preferred.

7.   Very strong facility in data analysis and presentation of data analysis results.

8.   Excellent communication and human relations skills.

9.   Valid driver's license. Must be able to provide own transportation for travel between district schools and offices.

REPORTING RESPONSIBILITY:

The District Information Manager is directly responsible to the Director of Technology K - 12.

JOB GOAL:

The District Information Manager is responsible for centralizing the collection and reporting of information for district and state reporting requirements related to student performance.

TERMS OF EMPLOYMENT:

Twelve month contract. Benefits as described in Policy 4931, Benefits – District-Wide and Central Office Non-Instructional, Non-Bargaining Unit Personnel (10-12 Month Employment.)

PERSONAL EVALUATION:

The District Information Manager shall be evaluated in writing by the Director of Technology K - 12 at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES

1.   Works with staff in each building to collect, organize, validate, correct, format, and prepare data for mandatory reports; uploads all student and staff demographics and performance data for federal and state testing requirements.

2.   Collaborates with district and building administrators to develop the most efficient use of district data systems.

3.   Works to streamline and optimize business and office practices to achieve optimum overall service to students.

4.   Is involved in staff development and training for coordinated and consistent data entry and reporting practices.

5.   Assists district and building administration to prepare and interpret data and statistical analysis results on student performance and outcomes, including longitudinal analysis of student cohort performance, grade-level and department breakdown of grades, and outcomes on standardized assessments.

6.   Assumes other duties and responsibilities incidental to the office or as assigned by the Director of Technology K - 12.

Adopted 8/26/14