BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT

<u>JOB DESCRIPTION</u>

SECTION   CENTRAL ADMINISTRATION

AREA   CLASSIFIED PERSONNEL

TITLE   DATA 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 ESSA 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, SQL, MS Access and Excel preferred.

6.   Strong abilities in data analysis software packages.

7.   Strong background in statistics preferred.

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

9.   Excellent communication and human relations skills.

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

11.   Required criminal history check and proof of US citizenship or legal alien status.

REPORTING RESPONSIBILITY

The Data Manager is directly responsible to the Manager of Information Technology.

JOB GOAL

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

1

TERMS OF EMPLOYMENT

Twelve-month contract. Eligible for benefits. District-Wide. Non-Instructional. Non- Bargaining Unit Personnel.

EVALUATION

The Data Manager shall be evaluated by the Manager of Information Technology, in writing, 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 4220.

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 the 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. Performs other duties and responsibilities incidental to the position or as assigned by an appropriate administrator.

7. Adheres to all district policies and regulations, including but not limited to:
   a. Support Staff Member/School District Reporting Responsibilities - 4159
   b. Physical Examination – 4160
   c. Substance Abuse – 4218
   d. Sexual Harassment – 4352
   e. Electronic Communications Between Support Staff Members and Students - 4283

Approved: 8/26/14

Revised: 2/14/17

JOB DESCRIPTION

SECTION   **CENTRAL ADMINISTRATION**

AREA   **CLASSIFIED PERSONNEL**

TITLE   **LAN/WAN MANAGER**

QUALIFICATIONS:

1. College degree in Computer Science and current Microsoft certification preferred.

2. Previous experience managing large-scale computer networks and the associated personnel in a school district environment or any combination of training, education and experience which provides the following knowledge, skills and abilities:

    a. Thorough understanding of current Microsoft server products and their associated structures.

    b. Thorough understanding of networking protocols, software and equipment.

    c. Experience with troubleshooting networking issues as well as desktop operating systems or applications.

    d. Experience with securing computer data, disaster recovery and the creation of necessary protocols/procedures.

    e. Experience with large scale technology projects as well as hardware or software assessment, installation and testing.

    f. Knowledge of educational environments and their needs.

    g. Excellent verbal and written communication skills.

    h. Excellent people, organizational and leadership skills.

3. Required criminal history check and proof of US citizenship or legal alien status.

REPORTING RESPONSIBILITY

The LAN/WAN Manager is directly responsible to the Manager of Information Technology.

JOB GOAL

The LAN/WAN Manager, working under the direction of the Manager of Information Technology, is responsible for all aspects of the computer network including assisting in the development of long range infrastructure planning and implementation.

TERMS OF EMPLOYMENT

Twelve-month contract. Eligible for benefits. District-Wide. Non-Instructional. Non- Bargaining Unit Personnel.

BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT

EVALUATION

The LAN/WAN Manager shall be evaluated by the Manager of Information Technology, in writing, 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 4220.

PERFORMANCE RESPONSIBILITIES:

A. Computer Network Infrastructure Planning and Implementation

Works with the Data Manager to:

1. Design and manage short and long term IT strategy and infrastructure planning.

2. Design, implement and manage IT related projects.

3. Develop plans to safeguard computer files against accidental or unauthorized modification, destruction or disclosure and to meet emergency data processing needs.

4. Design, implement and enforce district IT policy.

5. Advise on future IT developments to ensure the District has up-to-date resources, services, products and security.

6. Provide advice to district administrators and staff regarding best practices as well as assessing the ongoing IT needs of the district.

7. Manage the setup and implementation of new products and services.

8. Manage consultants, contractors and suppliers.

9. Identify any staff development needs of all end users.

10. Establishes need justification, cost and technical requirements for IT purchases.

B. Computer Network Operations and Maintenance

1. Must maintain knowledge of new technologies including, but not limited to: Wireless Technologies, SSL Security settings, Storage Area Networking and Application Service Provider.

2. Manages the District LAN/WAN/MAN including hardware, software and services to ensure the District has an efficient, effective, up-to-date and secure IT infrastructure.

3. Manages the testing and evaluation of hardware and software to determine efficiency, reliability and compatibility with the system.

4. Researches and recommends technology solutions that improve efficiency or meet specific department needs.

2

5. Confers with personnel to discuss issues such as computer data access needs, security violations and programming changes.

6. Researches and makes recommendations associated with the purchase of LAN/WAN equipment, software or associated peripherals.

7. Implements security protocols, disaster recovery plan and data protection measures for the district's computer network.

8. Implements a preventative maintenance program for all hardware.

9. Manages network configurations and their associated documentation.

10. Writes reports to document computer security and emergency measures, policies, procedures and test results.

11. Interacts with outside vendors with regard to district projects as well as the testing, purchasing and troubleshooting of computer software or hardware.

12. Provides a point of contact and support for vendors, consultants and suppliers.

13. Designs and provides documentation for users as needed.

14. Manages the daily support of ALL end users to ensure business continuity and adequate response times.

C. **Personnel Management Responsibility**

1. Organizes and implements, when necessary, the training of technical support team members.

D. **Other Duties**

1. Performs other duties and responsibilities incidental to the position or as assigned by an appropriate administrator.

2. Adheres to all district policies and regulations, including but not limited to:
   a. Support Staff Member/School District Reporting Responsibilities - 4159
   b. Physical Examination – 4160
   c. Substance Abuse – 4218
   d. Sexual Harassment – 4352
   e. Electronic Communications Between Support Staff Members and Students - 4283

Approved: 6/14/2016
Revised: 2/14/17