



SECTION Administrative Support Staff
AREA Classified Personnel
TITLE District Information Specialist – 12-Month

QUALIFICATIONS:

1. Two years of experience working with student information systems.
2. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITIES

The District Information Specialist reports to the Data Manager.

JOB GOAL

The District Information Specialist coordinates the data entry and update functions for the student information system in district schools. He or she serves as a resource for administration and staff. In addition, the District Information Specialist will be responsible for the daily operations of the student information system, provide training and support for staff members and parents, provide required data for administrators and other school personnel, and will also work in coordination with administration to develop the schedule, distribute grades, and provide data support for standardized testing.

TERMS OF EMPLOYMENT

Twelve-month individual contract. Eligible for benefits as per Board policy.

EVALUATION

The District Information Specialist shall be evaluated by the Data Manager, 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 and as outlined by Board policy.

PERFORMANCE RESPONSIBILITIES

1. Coordinates the data entry and update functions for the student information system.
2. Analyzes student reporting system functions and trains users.
3. Provides student information system support for building administrators, district supervisors, and staff including researching and resolving student information system issues for teachers.



4. Serves as the resource person to parents for the student information system including the parent portal. Responsibilities include, but are not limited to resolving issues with portal access as well as releasing and/or restricting views of progress reports, report cards, schedules, and emergency contact information.
5. Collaborates with the Data Manager to oversee, refine and expand the effective use of the student information system.
6. Collaborates with school and district staff to collect, organize, format, and prepare data for mandatory federal and state reports.
7. Coordinates the importing and exporting of data between the student information system and other report generating software.
8. Maintains and manages required student data including demographics and accommodations for the implementation of federal and state assessments.
9. Prepares testing sessions for all federal and state assessments.
10. Manages a detailed calendar of marking period and cycle dates, including opening and closing the parent portal for teacher and parent access.
11. Coordinates the collection, archiving, and reporting out of all student progress reports and report cards.
12. Develops all reports on required student achievement data for quarterly Honor Roll, President's Education Award for Academic Achievement, and other assigned school awards.
13. Provides principals with course request enrollments by grade level and team for the initial development of the master schedule.
14. Assists school staff with data entry to support the development of the master schedule and resolves conflicts.
15. Manages student and teacher schedule changes throughout the school year.
16. Participates in professional development and training as necessary to maintain and upgrade skills.
17. Manages grade assignments including summer school, midterms and finals, and information for attendance appeals including home instruction grades.
18. Imports information into other platforms.

OTHER DUTIES

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the



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Superintendent of Schools.

3. Adheres to all district policies and regulations, including but not limited to:
 - a. Electronic Communications between Teaching Staff Members and Students
 - b. Physical Examination
 - c. Sexual Harassment
 - d. Substance Abuse
 - e. Teaching Staff Member/School District Reporting Responsibilities

Approved: 13 February 2018