

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Elementary Instructional Data Assistant

**II. PRIMARY FUNCTION**

Data manager for Elementary Response to Intervention (RTI) process

**III. REPORTS TO**

Assistant Superintendent for Curriculum and Instruction or Designee

**IV. QUALIFICATIONS**

- Bachelor's Degree required
- Extensive knowledge of and experience with Microsoft Excel required
- Experience with data management systems required
- Knowledge of elementary curriculum and instruction preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Compilation and analysis of data
- Dissemination of data reports
- Provide weekly progress monitoring data reports
- Manage Data Director program
- Support elementary supervisors and other designees with ongoing data management and analysis
- Perform such other duties as may be assigned by the Assistant Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Ten-month position – Exempt Group – Salary as determined annually by the Board of Education

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Job Description/Section III Elementary Instructional Data Assistant

APPROVED: August 27, 2012