

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Manager of Enrollment & Data Systems

**II. PRIMARY FUNCTION**

To organize, coordinate and supervise the development, implementation, operation and evaluation of the Enrollment Center in accordance with law, policy and regulation. Assumes the major duties for the development and maintenance of the district and school specific websites and for coordinating the district's database system in the areas of student information, including but not limited to NJ SMART, Ed Analyzer, GENESIS, student lunch eligibility, school report card, data, CONTOUR, and state and federal reports.

**III. REPORTS TO**

Superintendent and/or designee

**IV. SUPERVISES**

- Attendance Investigators
- Data Analyst
- Enrollment Center staff
- Other staff, as assigned

**V. QUALIFICATIONS**

- Bachelor's Degree is required- Master's Degree preferred
- Successful experience as a supervisor as determined by the Board
- Knowledge of school district data processing operation in the areas of student information systems and personnel.
- Strong communication and writing skills
- Advanced knowledge of website design and software, spreadsheet, and database applications
- Experience in extracting and gathering data for federal and state reports
- Knowledge of NJ SMART and GENESIS preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**VI. MAJOR DUTIES AND RESPONSIBILITIES**

- Supervise the overall operation of the Enrollment Center
- Supervise the district attendance investigators
- Effectively manage and manipulate data to ensure the district's compliance with NJ SMART
- Extract and export database system into different file formats for importing into web-based programs
- Ensure adherence to policies established by federal and state law regarding the coding and reporting of student information
- Create reports from database systems using queries
- Develop and produce reports necessary for the production of the following, but not limited to, the Fall Report, State Report Card, Certificated and Non-Certificated State Report, attendance register, NJDOE listing and Civil Rights Report
- Meet deadlines for the production of report cards and interim reports based on the general schedule provided by the Office of Curriculum and Instruction

- Assist administrators with school scheduling from initial tallies to finalization of student schedules
- Develop reports for schools, including programs and class lists, directions, schedules, transcripts
- Provide scheduling reports for summer school
- Conduct training workshops for all level attendance personnel at the beginning of the school year
- Work with staff to increase the use of the data system for administrative reporting needs
- Prepare and submit applications and reports as required
- Supervise the district's staff and student identification program
- Coordinate annual budget with Business Administrator/Board Secretary pertaining to areas of responsibility
  - Provide ongoing maintenance, evolution and archiving of the district's website and services
- Continually monitor and update the sites to ensure that all necessary and required information is accessible when it is needed and in a manner that is in compliance with district expectations and public image
- Develop and maintain a schedule of archiving district information that is inactive or outdated, meeting the goals, responsibilities and services of the district
- Maintain an active role in researching equipment, software and services necessary in the evolution and operation of the website
- Ensure that new equipment and software is compatible and will not disrupt or impede the operation of the website
- Develop and coordinate methods and procedures for collecting information necessary to allow for ongoing improvement of the website
- Prepare district reports as necessary to reflect effectiveness of website design
- Perform other related duties as directed by the Superintendent or designee

**VII. TERMS OF EMPLOYMENT**

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

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Job Description/Section III MANAGER OF ENROLLMENT & DATA SYSTEMS

~~APPROVED: February 2, 2011~~

January 24, 2011