



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Computer Data Specialist
REPORTS TO: Director of Technology
QUALIFICATIONS:

1. Bachelor's degree in Education or Instructional Technology
2. Minimum five (5) years' experience in MS Windows Server Administration in an educational environment
3. Four (4) years MS Exchange Administration
4. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

Working with the Director of Technology and the Network Administrator, the Computer Data Specialist will manage academic and administrative technology data systems and support the integration of technology at all levels.

ESSENTIAL JOB FUNCTIONS:

1. Assists the District Technology Coordinator as appropriate with the daily maintenance of all data systems.
2. Supports and maintains primary users of the student information system.
3. Supports and maintains the e-Education platform (blackboard)—designed to enable educational innovations.
4. Supports the school's data systems (Destiny, Connect5, OneSource) for students, faculty and staff in conjunction with Director of Technology and the Network Administrator.
5. Supports the school's help-desk ticketing system by responding to problems assigned by Help Desk System.
6. Manages all state reporting requirements including NJSMART, DOENET, HOMEROOM, PARCC, Certificated Staff, and Enrollment Reporting.
7. Manages and directs upgrade and/or repair of existing data systems using JIRA
8. Ensures data consistency throughout the district.
9. Provides any assistance pertaining to any data questions.
10. Works with the Director of Technology to assist in the Technology Department Budget.
11. Works with the Director of Technology to advance the NJ State Local District Technology Plan.
12. Works with parents to address data questions.
13. Attends staff development as needed.
14. Performs such other tasks and assume such other responsibilities as assigned by the District Technology Coordinator.
15. Performs such other tasks and assumes such other responsibilities as assigned by their supervisor.

WORK YEAR: Ten-month employee
DATE APPROVED: February 19, 2013
APPROVED BY: Board of Education