

**SAYREVILLE PUBLIC SCHOOLS**  
**JOB DESCRIPTION – Information Systems & Data Management Specialist**

I. **Qualifications:**

- 1) An undergraduate degree in information systems or an equivalent combination of training and experience.
- 2) Thorough management understanding of a wide range of hardware and software inclusive of but not limited to student information systems, human resources/personnel information systems, databases
- 3) Thorough understanding of New Jersey and Federal reporting and submission requirements inclusive but not limited to CRDC, NJSMART, Certificated and Non-Certificated reporting, attendance register, NJDOE homeroom reports
- 4) Ability to work effectively with others
- 5) Demonstrated ability to properly prioritize numerous requests/projects and align the requestor's expectation with the district's resources.
- 6) Substantial experience in working with students and educators in the technology field.
- 7) Minimum five years' experience in an information systems related field, preferably in a K-12 environment.
- 8) Ability to communicate effectively with others, work cooperatively with others, and accept direction from supervisors and administration.
- 9) Demonstrated ability to troubleshoot a wide variety of information systems.
- 10) Such other qualifications of academic, professional, and personal excellence as the Sayreville Board of Education may specify.
- 11) Demonstrates the ability to coach, mentor, and challenge others to excel despite obstacles and challenging situations.
- 12) Demonstrates the ability to excel in a constantly changing environment. Is able to adapt and maintain flexibility and efficiency in shifting projectors or priorities to meet the needs of the district.
- 13) Demonstrates the ability to contribute to surrounding teams through collaboration, respect, understanding, and support.
- 14) Demonstrates the ability to consistently deliver high quality results and meet restrictive deadlines while successfully managing assigned and identified projects and responsibilities through strong organization, detailed work plans, and balancing of multiple priorities.
- 15) Is able to communicate clearly and effectively with a diverse stakeholder group in both oral and written form. Anticipates and responds to stakeholder needs in a high quality and courteous manner.
- 16) Demonstrates knowledge of data systems operation, database management, and report writing, preferably in the field of education
- 17) Experience in data extraction and manipulation from various databases

II. **Primary Function:**

Provide the technical leadership and direction necessary for the integration and management of the District Information Systems platforms. To ensure the integration, maintenance, accessibility, accuracy, availability, of district technological information systems and reporting to state and federal agencies.

III. **Reports to:**

Assistant Superintendent and Director of Technology

IV. **Supervises:**

Functional supervision may be exercised over management, technical and professional support staff.

V. **Term of Contract:** 12 months

VI. **Compensation:** Commensurate with experience.

VII. **Major Duties and Responsibilities:**

1. Ensure appropriate installation, implementation, maintenance, training, and support for all district information systems platforms.
2. Manage and maintain staff and student account profiles across technology systems in cooperation with technology department staff.
3. Train and support administrative and support staff in the data entry and data management of appropriate information required for maintenance of district information system platforms and for the appropriate maintenance and submission of New Jersey and Federal reporting.
4. Ensure that all district information systems platforms meet local, state, and federal requirements.
5. Work cooperatively with internal staff, outside vendors, state, and federal agencies to resolve functionality or data inconsistencies across information systems.
6. Serve as the districts NJ Homeroom technical administrator and point of contact for NJSMART.
7. Manage and maintain data entry and training for all web based state and federal reporting systems.

8. Provide administration with relevant state and federal reporting data in a timely and efficient fashion to support the needs of the school district.
9. Maintain data synchronization between local, state, and federal information system and similar platforms.
10. Supports the data integrity of the registration and enrollment process. Assists the registration office and schools with student registration.
11. Is able to provide district staff information systems support beyond the contracted work day in the event of emergent, critical, or time sensitive situations.
12. Supports administration in identifying and resolving possible residency, truancy, and attendance situations.
13. Assist teaching and supervisory staff in accessing, maintaining, and utilizing academic data.
14. Remain current in and ensure compliance with all local, state, and federal reporting policies and procedures
15. Provide administration with enrollment/registration reports and projects.
16. Provide support for students, staff, and parents in accessing and using district information systems.
17. Maintain accurate and updated staff, parent and student contact lists in cooperation with district and building support staff.
18. In cooperation with the Director of Technology and the Assistant Superintendent develop and maintain standard operating procedures for all information systems ensuring that disaster recovery and security procedures are established and adhered to.
19. Assists schools and operational offices in completing and submitting school or department specific state or federal reports.
20. Assist administration and support staff in completing student/staff scheduling procedures.
21. Prepare and submit appropriate applications and reports as required
22. In cooperation with the business office and technology department develop and maintain a schedule for archiving or destroying district information that is inactive or outdated in compliance with all local, state and federal regulations.

23. Conduct trainings and ensure accuracy in student and staff attendance reporting.
24. Maintain archive of student report cards, transcripts and other academic progress indicators. When appropriate and directed prepare and post records to parent/student accessible resources.
25. In cooperation with administration maintain and manage state testing rosters.
26. In cooperation with Special Services department maintain and manage student accommodation list for state testing.
27. Remain current in job specific and related technology and management trends.
28. Perform other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under authority of the Board of Education

**VIII: Evaluated by:** Assistant Superintendent and/or Director of Technology according to Board of Education policy

Date of Approval/Adoption by Sayreville Board of Education: