

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

Title: Student Data Analyst

Qualifications: Bachelor's Degree in communications, information technology education or other related field experiences preferred

Certifications or equivalent Information Systems experience

Strong analytical skills with the ability to independently identify, analyze, and troubleshoot data system errors

Strong problem solving, human relations, verbal/written communication skills

Strong working knowledge of Microsoft Excel, including the generation, management and upload of .CSV files

Knowledge of both Power School, NJ Smart, Frontline and Pearson Access Next and Genesis database systems

Ability to work directly and independently with State representatives regarding student data and required reports on behalf of the district

Proficiency and prior successful experience with Windows Operating systems

Strong knowledge of Special Education processes including referral process and eligibility and time frame compliance

Knowledge of Frontline IEP processes including data entry and analyzation of student IEP's and 504's for accuracy

Reports To: Student Information Systems and Enrollment Manager

**Performance
Responsibilities:**

1. Independently compile and analyze student data, including admissions applications, academic record data, and enrollment data
2. Communicate directly and independently with representatives of New Jersey Department of Education and United States Department of Education in compliance with all state and federal requirements and reporting guidelines
3. Ensure secure and accurate compilation and maintenance of all student data in compliance with applicable state and federal requirements

4. Identify, analyze and troubleshoot data system errors, internally and in coordination with state and federal representatives as necessary
5. Generate anonymous lists of students for random drug and alcohol testing consistent with Board Policy and Administrative Regulation
6. Monitor completion of data projects, identifying problems and reporting progress to the supervisor
7. Provide data and tech support to building-level administrators and central office in elementary scheduling, including creating master schedule and dependent teacher sections for upcoming school year
8. Provide data and tech support to all secondary guidance personnel regarding troubleshooting of Power Scheduler to produce an optimum master schedule
9. Process scheduling setup at all schools for upcoming school year including establishing new school year, term setups, and prepping of student data files
10. Independently respond to inquiries and requests for data information from PowerSchool reports, including but not limited to form letters, labels, searches, attendance reports, discipline reports, progress reports, report cards, rosters, and honor roll
11. Generate reports of requested information based on specific needs of user(s) in respective area of responsibility via Direct Database Export
12. Provide data and tech support to school level staff and district personnel in the use of student management software, including instruction and data analysis
13. Perform export of data to be used for any/all 3rd party applications
14. Assist Student Information Systems and Enrollment manager with duties as needed / serve in place of Student Information Systems and Enrollment manager in that person's absence.
15. Perform routine management tasks, including transferring, loading, archiving and converting data for purposes of managing, maintaining and securing student information, internally and in cooperation with state and federal representatives
16. Maintain IEP database. This includes the determination of student program type codes, time in special education placement, grade levels, school location placement, parental consent, related services, and verification of special education programs for extraordinary aid
17. Provide IEP and 504 guidance to District Director of Special Services, Director(s) of Special Education, Child Study Team and guidance department staff
18. Generate, maintain and analyze data for the Special Education submission in NJ Smart. In addition to the yearly submission, data must be maintained on a monthly basis to ensure accuracy and zero errors for QSAC

19. Responsible for student testing uploads to NJ Smart and Pearson Access Next. Provide assistance to building principals, guidance AP's regarding the management of student test assignments, test sessions, special education accommodations and test status
20. Responsible for all student uploads to NJ Smart; including but not limited to Staff Course Roster/Student Course Roster and daily maintenance of student data
21. Responsible for all staff submissions to NJ Smart; including but not limited to the Staff Submission and daily staff updates of staff data
22. Maintain and track status of daily substitutes and long-term substitute assignments in both the Student Information System and Genesis
23. Perform all other tasks and duties as assigned

Terms of Employment:

As determined by Board of Education – Non-Bargaining Unit Technology position

Evaluation:

By Student Information Systems and Enrollment Manager or other Administrator designated by Superintendent of Schools

Approved By:

Board of Education

Date:

02/25/2014

Revised: