

Job Description

Job Title: District Test Coordinator/Data Manager

Reports To: Superintendent

Terms of Employment: Full-Time, 12-Months

Scope of Position:

The District Test Coordinator/Data Manager is responsible for ensuring district compliance with local, state and federal reporting mandates by inputting and organizing student enrollment data. The District Test Coordinator/Data Manager is also responsible for leadership and oversight of the implementation of state-mandated assessment programs in all district schools.

Qualifications:

1. Earned Bachelor's degree from a regionally accredited college or university, preferably with a concentration in education, computer sciences, mathematics or a related field.
2. Minimum of three to five years of employment experience in a public school district as a guidance counselor, assessment coordinator, teacher, or other related profession preferred.
3. Knowledge of state rules and regulations regarding statewide assessment programs, student records, state reporting and other data-driven compliance measures.
4. Proficiency with a variety of technology applications, including database management and spreadsheet software for purposes of organizing and analyzing data.
5. Proven ability to maintain organized and accurate records, work independently, manage multiple tasks simultaneously and complete assignments within strict timelines.
6. Highly effective communication and interpersonal skills needed to relate well with administration, teachers, support staff and members of the local community.

Responsibilities:

Student Registration and Data Management

1. Develop, implement, and oversee procedures for student admissions, registration and record-keeping in all district schools and programs.
2. Collaborate with Principals and Directors to verify student enrollments and placements, schedules and services, promotions and retentions, and other relevant data.
3. Input registration and information in the Student Management System approved for use within the district. Monitor the accuracy of building-level data entered into the system.
4. Provide comprehensive monthly reports of student enrollment to the Superintendent and School Business Administrator for purposes of budgeting and tuition billing.
5. Maintain strict confidentiality concerning student records in accordance with applicable Federal and State laws and Board policy.
6. Collaborate with the Technology Manager and Network Administrator to assist with the identification of technology solutions to support the data management needs of the district.

District Test Coordination

1. Serve as the primary liaison between UCESC and the NJ Department of Education to ensure that all state-mandated assessments (i.e. DLM, NJSLA, NJSLA-S) are administered to students in a compliant, secure and ethical manner.
2. Coordinate with Central Office and Building Administrators to create and distribute annual assessment calendars, student participation rosters and test security plans.
3. Prepare for the administration of state-mandated assessments by creating user accounts and uploading required data files to online databases maintained by the NJDOE and/or approved contractors.
4. Communicate with sending school district staff to reconcile discrepancies related to student registration and participation in state-mandated assessments.
5. Plan and implement training of Building Test Coordinators and/or Test Administrators.
6. Manage the ordering, distribution and return of secure test materials.
7. Communicate with administrators, teachers and parents regarding the requirements and schedules of state-mandated assessments.
8. Distribute individual score reports to parents, administrators and sending school districts.
9. Compile student proficiency data and create comprehensive reports for purposes of accountability, data analysis and required reporting to the Board of Directors.
10. Collaborate with Technology Manager, Network Administrator and IT Department staff to ensure network readiness and oversee hardware deployment related to assessments.
11. Attend County meetings and State professional development workshops to remain abreast of requirements and relevant updates related to state-mandated assessments.

State Reporting and Data Management

1. Serve as the primary liaison between the Commission and the Department of Education to ensure that all mandated compliance reports (i.e. ASSA, NJSMART, SMID, SRS) are prepared and submitted in a timely and accurate manner.
2. Communicate with Central Office and Building Administrators to obtain, validate and reconcile data discrepancies noted when preparing compliance reports.
3. Prepare written reports and/or oral presentations that summarize data analyses related to student enrollment, attendance, academic achievement and standardized testing.
4. Provide data-driven information to the Superintendent and the Board of Directors for purposes of ensuring accountability, compliance standards and systems effectiveness.
5. Perform such other tasks and assumes such other responsibilities as may be assigned by the Office of the Superintendent.

Board Approved: