

**UNION COUNTY EDUCATIONAL SERVICES COMMISSION**  
**45 Cardinal Drive**  
**Westfield, New Jersey 07090**

**JOB DESCRIPTION**

**Title:** Nonpublic Database Manager

**Reports to:** Nonpublic Services Director and Supervisors of Instruction

**Terms of Employment:** Full-time, 12 months

**Qualifications:**

1. High School Diploma with some successful post-secondary education and/or a background in student database systems
2. Valid New Jersey Driver License
3. Ability to communicate effectively with administrators, nonpublic school principals, teachers, secretaries, and support staff
4. Strong verbal and written and communication skills
5. Strong organizational skills
6. Skills in typing, data entry and word processing
7. Ability to troubleshoot hardware and software problems
8. General knowledge of New Jersey special education guidelines
9. Willingness to learn and implement New Jersey Nonpublic Special Education guidelines and procedures
10. Ability to learn the UCESC software programs
11. Ability to facilitate multiple tasks on a daily basis

**Responsibilities:**

1. Working closely with Accounts Receivable/Bookkeeping Specialist to ensure accurate and timely billing for all services.
2. Maintain all 407-1s for 192 and 193 services and monitoring compliance of services & information on 407-1 forms.
3. Highly trained in frontline software and manages all aspects of frontline including but not limited to:
  - i. Entering & maintaining all school, student, teacher, and provider information/accounts
  - ii. Monitoring compliance of services and documents and reporting to supervisor/director
  - iii. Ensuring accuracy of information with 407-1s
  - iv. Printing and distributing progress reports & ISPs/student files.
  - v. Ensuring all documents pertaining to student ISPs and Comp Ed services are uploaded and filed in a timely manner.
4. Assigning, tracking, following up with all public school requests for services/contracted services
5. Cross trained in requisitions, attendance, office management, personnel and other office area needs to help when necessary.
6. To perform all related duties as assigned.