

**Union County Educational Services Commission
Job Description**

Job Title: Educational Data Specialist

Reports To: Superintendent

Terms of Employment: Full-Time, 12-Months

Scope of Position:

The Educational Data Specialist is responsible for the implementation of comprehensive procedures to ensure district compliance with local, state and federal mandates including, but not limited to the reporting of student enrollment, attendance, achievement and assessment data.

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. Successful professional employment experience with emphasis on database management, data collection and analysis, and/or standardized testing.
3. Knowledge of state rules and regulations regarding statewide assessment programs and other data-driven compliance measures strongly preferred.
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:

1. Serve as the primary liaison between the district and the NJ Department of Education to ensure that all state-mandated compliance reports (i.e. ASSA, NJSMART, SMID, SRS) are prepared and submitted in a timely and accurate manner.
2. Provide data-driven information to the Superintendent and the Board of Directors for purposes of ensuring accountability, compliance standards and systems effectiveness.

3. Assist the District Test Coordinator in the administration of standardized assessments (i.e. NJSLA, DLM) by creating and uploading all required data files to databases maintained by the NJ Department of Education and/or approved contractors.
4. Collaborate with administrators to extract, interpret and disseminate assessment results needed to make data-driven decisions about curriculum and instruction.
5. Maintain and monitor the accuracy of school-level data entered into the Student Management System utilized within the district.
6. Support administrators and teaching staff members in the implementation of procedures for collecting, analyzing and reporting student data for purposes of program evaluation.
7. Prepare written reports and oral presentations that summarize the analysis of data related to student enrollment, attendance, academic achievement and standardized testing.
8. Communicate with sending school district personnel to obtain and reconcile discrepancies related to student enrollment data.
9. 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.
10. Maintain strict confidentiality concerning students and personnel database records in accordance with federal and state law and Board policy.
11. Maintain professional standards and knowledge through workshop attendance, participation in NJ Department of Education trainings other relevant learning activities.
12. Perform such other tasks and assumes such other responsibilities as may be assigned by the Office of the Superintendent.

Board Approved: