

TITLE: Data Manager

QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma or two years of work experience including computer operations, data processing or micro-computers. College education may be substituted for experience at the rate of 30 credits per year. Bachelor's degree in computers, engineering, technology, science or mathematics preferred;
2. Working knowledge of the capabilities of the computer equipment and software packages utilized by the school district including PC and MAC computers;
3. Maintain familiarity with network systems supporting the wide area network;
4. Ability to instruct others in the use of data bases and student information system programs;
5. Ability to understand diverse software manuals and their applicability to current systems, including the Genesis student information system and NJSMART;
6. Ability to establish good relationships with teachers and administrators;
7. Ability to maintain discipline; good judgment; tact; courtesy; physical condition commensurate with the duties of the position;
8. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Director of Technology and Assessment

JOB GOAL: To manage data systems for the purpose of maintaining reliable data bases that can be used in analyzing and reporting data on students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Directly responsible for managing NJ SMART and the Genesis Student Information System with regard to data integrity and retrieval of data for analysis.
2. Provide management oversight over other district systems requiring student and staff data.
3. Answer teacher questions and provide training on the Genesis grade book and related systems.
4. Take the lead in preparing various state reports for submission.
5. Stay current in emerging technological developments as relate to education and supporting systems.

DATA MANAGER (continued)

6. Carry out the district technology plan, providing technical assistance, as needed.
7. Provide direct support to administrators in the retrieval and analysis of student performance data.
8. Upholds and enforces school rules, administrative regulations and board policy.
9. Perform other duties within the scope of employment as may be assigned.

TERMS OF

EMPLOYMENT: 12-Month exempt employee.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.