

# JOB DESCRIPTION

## READINGTON TOWNSHIP BOARD OF EDUCATION

TECHNOLOGY/COMPUTER CENTER

5029 DATA MANAGER

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**JOB TITLE:** DATA MANAGER

**REPORTS TO:** Coordinator of Information Technology

### **NATURE AND SCOPE OF JOB:**

The Data Manager provides support to the Technology Coordinator in the administration and support of all district database, student information systems and data reporting requirements as dictated by the Coordinator of Information Technology and the Superintendent of Schools.

### **QUALIFICATIONS:**

1. A minimum 3 years supporting and maintaining database systems and services for multi-network sites and districts.
2. Experience in Microsoft Windows Desktop and Server.
3. Microsoft certifications such as MCSA, MCSE, MTA, A+, Google or other relevant technical certification.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Hold and maintain a valid driver's license with no serious violations.
6. Exhibit competency in using various computer applications.
7. Have good communication skills.
8. Demonstrate the ability to multi-task.
9. Have the ability to maintain an accurate filing and recording system.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Work with sensitive staff and student data in a professional and confidential manner.
13. Provide proof of eligibility to work in the United States by completing the I-9 form.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
15. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
17. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.
18. High school diploma required, associates/bachelors or technical diploma/certification preferred.

**VERIFICATION OF COMPETENCY:**

1. District application
2. Required documentation as outlined above
3. Letters of reference from former employers or other professional sources
4. Employment interview

**EMPLOYMENT TERMS:**

The Data Manager shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

**JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Maintain and update all district dependent databases and systems as they evolve. This includes but is not limited to the following systems: Student information systems (Genesis), Microsoft SQL (HR & Personnel DB) NJ SMART, PARCC, NWEA, School Messenger, ITD Inventory, and various student and teacher educational systems.
2. Provide server updates and security database to all related servers and systems.
3. Create, update and provide database reports and analytics as needed/required.
4. Submit timely, accurate and updated reports for all state and federal mandated district reporting requirements.
5. Monitor all system backups and maintain offsite storage of the backups.
6. Assist/backup Network Administrator roles and responsibility.
7. Assist computer technicians as needed to repair problems with devices in the field.
8. Assist with training and development of the Network/Database Support Technician in the area of database support.
9. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.
10. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Remain in a stationary position for required periods of time
2. Communicate, convey, or exchange information effectively.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

The Coordinator of Information Technology will evaluate the Data Manager in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.