

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGERS

1694 Data Manager

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JOB TITLE: **Data Manager**

REPORTS TO: Chief Reform and Innovation Office

NATURE AND SCOPE OF JOB:

The Data Manager will work collaboratively with other district administrators to manage all data warehouses, analyze all educational data, and develop a process for communicating critical data to affected departments. This individual will supervise those who coordinate the maintenance and input of information into each of the District's information systems. The Data Manager will work closely with individual stakeholder groups and departments throughout the District to provide clear analysis and explanation of data in order to fully support all District initiatives and goals, as well as to assist in the development of data focused solutions. This individual will manage the delivery of services, (both organizational and technical) as related to designing, planning, implementing, and supporting a central data department.

QUALIFICATIONS:

The Data Manager:

1. Hold a Master's degree in Economics, Statistics, or related field, from an accredited institution.
2. Have a minimum of five (5) years excellent experience in econometrics or statistical analysis.
3. Have a minimum of three (3) years working with educational data and initiatives driven by educational data.
4. Demonstrate knowledge and understanding of current educational programs and initiatives, such as Race to the Top, the new Tenure Law, etc.
5. Have excellent communication skills, the ability to build relationships among stakeholder groups, and the ability to interact with various organizational levels.

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6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate sound facilitation, consultation, training, and presentation skills.
8. Demonstrate strong project management experience, in both an organizational and technical consulting environment.
9. Have excellent large scale, multi-team project experience.
10. Demonstrate excellent analytical and problem solving skills.
11. Demonstrate the ability to manage individuals within a team/collaborative environment.
12. Have excellent integrity and demonstrate good moral character and initiative.
13. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
14. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
15. Hold a valid driver's license with no serious violations.
16. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
17. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons' offense in accordance with 18A:6-7.1.
18. 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.

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19. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
20. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Official college transcripts.
3. A minimum of three letters of reference from former employers, teachers, 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 as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Data Manager shall:

1. Work collaboratively with other district administrators to manage all data warehouses, analyze all educational data, and develop a process for communicating critical data to affected departments.
2. Work closely with individual stakeholder groups and departments throughout the District to provide clear analysis and explanation of data in order to fully support all District initiatives and goals, as well as to assist in the development of data focused solutions.

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3. Work with all departments to create relevant expectations and scope of work that can be delivered efficiently.
4. Provide leadership and supervise those who coordinate the maintenance and input of information into each of the District's information systems.
5. Work closely with individual stakeholder groups to develop processes that will support current district initiatives and goals with accurate and telling data that will help the District to steer programs that lead to improved student performance.
6. Develop deliverables including, but not limited to, project plans, statistical reports, training plans, communication plans, and District status reports.
7. Provide reports to the cabinet detailing the projects delivered and overall engagement as well as highlighting best practices and/or case study opportunities.
8. Monitor, analyze, and evaluate the District's systems and the data that is warehoused within them.
9. Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Chief Reform and Innovation Officer and/or the Superintendent.
10. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of other stakeholders within the community.
11. Attend required staff meetings and serve, as appropriate, on staff committees.
12. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
13. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

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14. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. Seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
15. Perform any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or regulation.
16. Adhere to New Jersey School Law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
17. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, 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. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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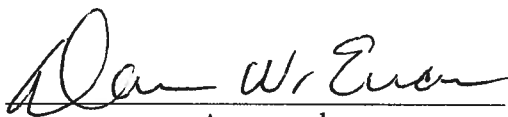
ENVIRONMENTAL DEMANDS:

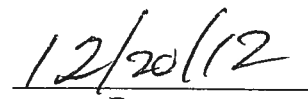
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

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 Chief Reform and Innovation Officer shall evaluate the Data Manager in accordance with Policy No. 3223 and Regulation Nos. 3223.1 and 3223.2; this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date