

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

REVISED

**SUPERVISORS - EDUCATIONAL
1715 Supervisor of Information Management
Systems**

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JOB TITLE: SUPERVISOR OF INFORMATION MANAGEMENT SYSTEMS

REPORTS TO: Chief Data and Accountability Officer

NATURE AND SCOPE OF JOB:

The Supervisor of Information Management Systems works collaboratively with the Chief Data and Accountability Officer to assist all district personnel on a continuing basis regarding its student and staff information systems and procedures so that a consistently high standard of teaching excellence and learning may be achieved and maintained. The Supervisor of Information Management Systems shall coordinate with other stakeholders and data stewards in handling data for State reporting, and all other data as required.

QUALIFICATIONS:

The Supervisor of Information Management Systems shall:

1. Hold a Bachelor's Degree from an accredited college/university or equivalent work experience preferred.
2. Have at least five (5) years of successful experience in Student and/or Staff Information Systems or related work.
3. Have competency in use of computer for information management processing, statistical analysis, and project management.
4. Have excellent administrative experience in information systems.
5. Demonstrate strong organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Hold and maintain a valid driver's license with no serious violations.

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11. 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.
12. 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 the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. 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.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official college transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Supervisor of Information Management Systems shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time 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.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Information Management Systems shall:

1. Keep informed regarding research in informational and administrative technology and the development of useful information for improved resources in educational and administrative programs.
2. Assist in the evaluation, on an ongoing basis, of the district's informational technology needs.
3. Prepare reports and informational materials for the district staff and other professionals who use student data in performing their own duties.
4. Provide counsel for potential data processing programs and assist in supervising their implementation.
5. Serve as a resource person in planning and conducting in-service educational activities for the improvement of teaching practices in the areas of student information and technology.
6. Maintain records of student suspensions, student withdrawal from school, record for reasons for student withdrawal and students' plans, and prepares periodic statistical reports.
7. Facilitate transfer of student information between schools.
8. Ensure accuracy and data integrity in system.
9. Work closely and collaboratively with schools with any data changes (staff and student) and updates.
10. Update systems and ensure synchronicity between systems.
11. Work with a high degree of accuracy.
12. Run reports that verify MIS data and make appropriate corrections to data before submission to the State Department of Education.
13. Submit accurate MIS Reports to the State Department of Education prior to the deadline and maintain open communication regarding all MIS procedural changes.
14. Prepares various reports as designated by the Chief Data and Accountability Officer.
15. 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.

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16. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent or Designee, or the Chief Data and Accountability Officer 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.

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.

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EVALUATION:

The Chief Data and Accountability Officer shall evaluate the Supervisor of Information Management Systems in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved


Date