

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**COORDINATORS-EDUCATIONAL**  
**1834 Coordinator of Information Systems**  
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**JOB TITLE: COORDINATOR OF INFORMATION MANAGEMENT SYSTEMS**

**REPORTS TO: Chief Data and Accountability Officer**

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

Under direction, the Coordinator of Information Management Systems manages NJ Smart data systems including SMID and SID data systems, staff schedules, and student schedules, working with the Chief Data and Accountability Officer and the Director of Human Resource Services, in assuring that the information in the database are valid as presented. This position will ensure maintenance of internal controls and data integrity. The Coordinator of Information Systems will work closely with the Supervisors of Information Management Systems, as well as the Supervisors of Human Resource Services.

### **QUALIFICATIONS:**

The Coordinator of Information Systems shall:

1. Hold a Bachelor's Degree in Accounting or related field from an accredited college or university. Applicants who do not possess required education may substitute related experience as indicated.
2. Have experience in school district operations.
3. Demonstrate excellent integrity, good moral character, sound judgment, and the ability to maintain confidentiality of information and assignments.
4. Exhibit positive, professional and interpersonal skills to relate well with administration, management, employees, staff, students, parents, and the community.
5. Demonstrate the ability to read, write, speak, understand, and/or communicate in English sufficiently to perform the duties of this position.
6. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
7. Hold a valid driver's license with no serious violations.
8. 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.
9. 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

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sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

10. 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.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

#### VERIFICATIONS 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.
4. Employment interview.
5. Official college transcripts.

#### EMPLOYMENT TERMS:

The Coordinator of Information Systems 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 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.).

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### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Coordinator of Information Management Systems shall:

1. Perform the work involved in the installation, operation, and auditing of SMID, SID, and all district and state required data.
2. Compile personnel reports using various data sources as required or requested. Conduct investigations, examinations, and review of SMID and related records upon request.
3. Work with schools and Administrators in gathering SMID and SID related data.
4. Work with Supervisors with auditing needs for staffing, recruiting, hiring and employee benefits.
5. Work closely with the Supervisors of Recruitment and Hiring, Human Resource Services, and Information Management Systems.
6. Have strong organizational skills and multi-tasking capabilities, excellent written and spoken communication skills, and ability to mentor others.
7. Have knowledge of applicable laws and regulations as they pertain to SMID and SID reporting.
8. Collect data from varied sources, summarize, and analyze information for standard reports to building and school system administrators and the State Department of Education.
9. Facilitate transfer of staff information between schools upon transfers and/or retirements and resignations.
10. Work with a high degree of accuracy.
11. Run reports that verify MIS data and make appropriate corrections to data before submission to the State Department of Education.
12. Submit accurate MIS Reports to the State Department of Education prior to the deadline and maintain open communication regarding all MIS procedural changes.
13. Create and maintain accurate databases.
14. Run reports that verify MIS data and make appropriate corrections to data before submissions to the State Department of Education.
15. Participate in the review of data for compliance with state standards.
16. Apply and adhere to New Jersey laws and regulations for auditing in school districts, with positive audits for the desired objective.

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17. Use computers and/or electronic equipment to fulfill job functions.
18. Display the highest level of ethical, professional, and confidential conduct in working with students, parents, school personnel, and outside agencies.
19. Continue professional education through reading, in-service and workshop programs.
20. Attend any required meetings.
21. Maintain and protect confidentiality of records/information about staff and assignments; use discretion and judgment when sharing information within legal confines.
22. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
23. Perform any duties and responsibilities as assigned by your supervisor 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, climb stairs as necessary.
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:

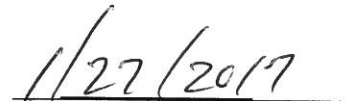
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

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 Data and Accountability Officer or designee shall evaluate the Coordinator of Information Systems in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date