

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TECHNOLOGY/COMPUTER CENTER

5020 Data Management Specialist

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JOB TITLE: DATA MANAGEMENT SPECIALIST

REPORTS TO: Assistant Superintendent for Elementary Education/Special Programs

SUPERVISES: Data Management Staff

NATURE AND SCOPE OF JOB:

The Data Management Specialist provides a reliable and efficient database of student records enabling the district to more effectively achieve its goals; to provide adequate and appropriate technical support to assist district personnel in achieving their job goals.

QUALIFICATIONS:

The Data Management Specialist shall:

1. Hold a Bachelor's Degree in Computer Science, Information Technology, or a related area from an accredited college or university.
2. Have RDBMS product certification or related experience.
3. Have five (5) years of relevant experience in database management.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
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 sworn statement that the individual has not been convicted of a crime or a disorderly persons 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.

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12. 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. Official college transcript
4. A minimum of three letters of reference from former employers, teachers, other professional sources.
5. Employment interview.

EMPLOYMENT TERMS:

The Data Management Specialist shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as specified in the Collective Bargaining Agreement.
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 Management Specialist shall:

1. Manage district-wide student record-keeping systems.
2. Provide for efficient computer operations, including total system performance, CPU utilization, peripheral operation, and application performance.
3. Maintain software release levels at current status.
4. Manage and control database tuning and hardware integration.
5. Troubleshoot computer and database problems and implement appropriate solutions.
6. Provide training and technical support to users of student record-keeping system.
7. Develop user policies and standards, as required.
8. Develop and maintain software and PC inventory.
9. Develop reporting capabilities, as required by users and state agencies.

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10. Develop PC and web-based reports, applications using industry standards.
11. Use client-server and web development technology.
12. Analyze and evaluate database management problems.
13. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
15. Participate in appropriate in-service and workshop programs and attend any required meetings.
16. Use computers and/or electronic equipment to fulfill job functions.
17. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
18. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
19. 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.

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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.

EVALUATION:

The Assistant Superintendent for Elementary Education/Special Programs shall evaluate the Data Management Specialist 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