

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**SECRETARIAL & CLERICAL**  
**4040b Data Management Specialist**  
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**JOB TITLE:** Data Management Specialist

**REPORTS TO:** Director or designee

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

The Data Management Specialist provides technical and analytical support for administrative and financial based applications.

### **QUALIFICATIONS:**

The Data Management Specialist shall:

1. Minimum of 60 credits plus additional training in assessment; progressively responsible experience & training in New Jersey State Standardized Testing & Assessment, data collection, analysis and reporting.
2. Act as a lead worker for testing and assessment staff, plan, organize, and coordinate the daily functions of the office. Coordinate a variety of projects simultaneously; prioritize work.
3. Serve as resource for assessment information to staff, schools and the community.
4. Be able to make effective use of technology including that used for scanning, scoring tests and surveys, graphing, presentation software, database programs and statistical packages.
5. Have the organizational skills to coordinate the complexities of the state assessment testing; know proper testing protocols and procedures.
6. Knowledge of Policies and Procedures of the New Jersey State – Wide Testing such as Special Education Students and Bilingual Students testing accommodations.
7. Demonstrate the ability to link old and current test scores to create charts and graphs required to complete district reports as needed for the NCLB Grant.
8. Knowledge of data collection using a variety of databases and other resources such as working knowledge of Statistical Package for Social Sciences (SPSS; Excel, Teleform and Access).
9. Maintain complete and accurate student testing records for assessment.
10. Hold and maintain a valid driver's license with no serious violations.
11. Demonstrates the ability to communicate effectively; with office staff, administrators, board members and community.
12. Ability to work beyond designated work hours.

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13. Have excellent integrity and demonstrate good moral character and initiative.
14. 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.
15. 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.
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. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Hold other such credentials or alternatives to the above found to be acceptable equivalents.
19. 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. Required documentation outlined in the qualifications above.
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. Assist the Director of Testing and Assessment in preparing students pre-ID demographic information files for state and local assessment.
2. Maintain current scanning program.
3. Maintain database files and retrieve data to prepare reports.
4. Coordinate, order, prepare, distribute state and local assessment to schools and return required state testing materials; distributes test results to sites with directions for notification of parents/guardians; maintain records of test results for the entire district.
5. Assist in the development of training workshops and related materials for the administration of state assessment for elementary, middle and high schools.
6. Assist schools in data analysis and goal settings.
7. Use current applied statistical methods and techniques to evaluate student achievement patterns, program effectiveness and instructional strategies.
8. Assist the Director of Assessment, Planning and Evaluation on a continuing bases in the development of school level assessment and surveys.
9. Perform such other tasks and assume such other responsibilities as may be assigned by the Director of Testing & Assessment.
10. Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the school.
11. Serve as a role model for students and staff in demonstrating a positive attitude, appropriate attire and grooming and an effective work ethic.
12. Participate in appropriate in-service and workshop programs and attend any required meetings.
13. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
14. 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.
15. 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.

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### **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.

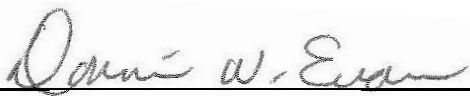
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### EVALUATION:

The Director or designee 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

7-1-2014

Date