

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**REVISED**

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4070 Data Management Specialist  
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**JOB TITLE: DATA MANAGEMENT SPECIALIST**

**REPORTS TO: Director of Information Management Systems**

### **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 five (5) years of relevant experience in database management.
3. Hold and maintain a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. 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.
8. 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.
9. 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.
10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

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11. 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 of teaching and/or administrative performance.
4. Official college transcripts.
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 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.).

### **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. Design complex reports/electronic files that require identifying a variety of databases from which to retrieve information.

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7. Build new databases to generate special reports/electronic files designing formats in which to display data.
8. Process information and forms for obtaining academic progress information
9. Run and distribute report cards and related academic reports.
10. Run reports that verify MIS data and make appropriate corrections to data before submission to the State Department of Education.
11. Assist the Director of Information Management Systems and other members of the MIS Team with problems relating to daily or routine network or device usage.
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. Maintain, generate, and distribute student demographic, scheduling, and grading information.
14. Provide training and technical support to users of student record-keeping system.
15. Develop user policies and standards, as required.
16. Develop and maintain software and PC inventory.
17. Develop reporting capabilities, as required, by users and state agencies.
18. Use client-server and web development technology.
19. Analyze and evaluate database management problems.
20. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
21. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
22. Participate in appropriate in-service and workshop programs and attend any required meetings.
23. Use computers and/or electronic equipment to fulfill job functions.
24. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.

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25. 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.
26. 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.

### **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 Director of Information Management Systems or designee shall evaluate the Data Management Specialist 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