District Data Coordinator

Qualifications:

- Bachelor's Degree or equivalent professional experience.
- Three (3) years of New Jersey public school experience with working knowledge of state reporting requirements is required.
- Demonstrated working knowledge of the Genesis school information system and NJ Smart.
- Strong computer skills with considerable experience in MS Office Suite and data entry.
- Demonstrated ability to work well as part of a team and ability to independently problem solve work related matters.
- Excellent communication, customer services and organization skills.
- Ability to work effectively with support vendors, administrators, faculty and support staff.
- Demonstrated ability to conduct training and informational meetings.
- Successful completion of the Criminal History Unit Review Clearance

Primary Function:

Direct Report:
District Technology Coordinator

Specific Duties and Responsibilities:

- Sustain, coordinate and update all student data for a variety of increasing district database management and warehousing systems and all confidential student information
- Manage cleansing and integrity of all student data at district and local levels
- Support administrators, teachers, and secretaries with student data management applications
- Create and maintain all staff and student accounts and password records (e.g., network, student data management applications, telephone/voice mail, Xerox)
- Generate student data material (e.g., exports, forms, reports, labels)
- Manage and input data for local and state assessments, teacher evaluations and any other data required
- Maintain all network and application licensing and renewal
- Provide data analysis, data verification, data corrections and ensure data accuracy
- Coordinate all efforts required by the New Jersey Department of Education (NJDOE) and implement statewide data warehouse and federal and state reporting requirements
- District administrator to student management system and similar student based software programs.
- Other duties as required by the District Technology Coordinator or Business Administrator

Terms of Employment:
12 month (non-union) position

Evaluation:
To be evaluated by the District Technology Coordinator in accordance with New Jersey laws and regulations, and Tenafly Board of Education policy.

Board Approved:
January 7, 2016

Revised:
December 10, 2018 Res#P-5
March 21, 2021/Resolution #P-6