

STUDENT INFORMATION SYSTEMS MANAGER

Reports to:	Director of Curriculum and Instruction
General Description:	Maintain student databases, analyze data, complete state reports.
Qualifications:	Experience with database manipulation/analysis and state reporting requirements.

Major Duties and Responsibilities:

1. Coordinate the installation and maintenance of student databases including tables, attendance, grades, scheduling, medical information, student transcripts, report cards, interim reports, college applications, post-secondary plans, special education and any other information that is included in those databases.
2. Work with users in seven district buildings to maximize the use of the student information system capabilities, to improve data integrity, and to increase efficiency.
3. Implement and maintain Internet-based systems to communicate with students' families (Naviance Family Connection for college/post-secondary plans; Home Access Center for assignment, grade, attendance, discipline, demographic information).
4. Responsible for analysis and implementation of procedures to support submission of data to NJ Smart.
5. Manage the maintenance of attendance registers per state regulations.
6. Responsible for monitoring the NJDOE Homeroom for timelines and input of data.
7. Prepare and submit all required state reports to the Department of Education in a timely manner including ASSA.
8. Create and revise complex, ad hoc reports as needed for the district.
9. Work closely with Curriculum Supervisors to retrieve and format data that will include but not be limited to student assessment projects and upload that data to appropriate agencies.

10. Coordinate, prepare, and submit pre-identification data in support of state assessment.

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11. Design, implement, and maintain enhancements and modifications to the student information systems to support district, state and federal requirements.
12. Perform data analysis and system specification in support of custom modifications by software vendors.
13. Test updates made by student information system vendor.
14. Serve as the district liaison to student information system vendors and monitor open cases with those vendors.
15. Create and maintain a database of out-of-district students within the student information system.
16. Establish and maintain interfaces among the district student information systems while championing a “one source of data” philosophy.
17. Perform DBA functions, including, but not limited to: establishing new user accounts, granting security access to those accounts as approved by administration, establishing the next year’s scheduling environment for the middle and high schools, performing year-end processing and the rollover to the next academic year, troubleshooting user problems.
18. Create a summer training environment to support Teacher Access Center/Grade Book Staff College.
19. Prepare and teach Staff College courses on eSchoolPLUS, Naviance Counselor’s Office, Cognos Impromptu.
20. Within established timelines work with independence in the areas of assignments and perform related work as required.

Term of Employment: 12 months

Evaluation: In accordance with State Statutes, State Administrative Code, and Board Policy.

Adopted: April 28, 2008