

## **DATA PROJECT SPECIALIST**

**Reports to:** Director of Curriculum and Instruction

**Qualifications:** Bachelor's Degree. Experience with database and educational student information systems, along with New Jersey Department of Education state reporting requirements. Knowledge of public school educational and financial operations.

### **Major Duties and Responsibilities:**

#### **1.0 PERFORMANCE RESPONSIBILITIES**

- 1.1 Assist the Director of Curriculum and Business Administrator in conducting research for instructional and financial benchmarking.
- 1.2 Analyze data obtained from the NJDOE, national reports, and comparison school districts, in context with district data.
- 1.3 Create and revise ad hoc reports as needed for the district.
- 1.4 Prepare and teach Staff College courses on the use of data in analyzing performance.
- 1.5 Provide redundancy for the Student Information Systems Manager.
- 1.6 Assist with the NJDOE DOENET input and maintenance of back-up documentation for the Certificated Staff Fall Report.
- 1.7 Assist with the management of the PD Express Staff Development System.
- 1.8 Prepare and submit the NJDOE DOENET School Report Card.
- 1.9 Assist the District Registrar with kindergarten registration.
- 1.10 Within established timelines work with independence in the areas of assignments and perform related work as required.
- 1.11 Perform other duties as assigned.

**Terms of Employment:** 12 months

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy of evaluation of support staff.

**Adopted:** April 26, 2010