



## HADDONFIELD BOARD OF EDUCATION

95 Grove Street  
Haddonfield, New Jersey 08033

### Job Description

POSITION: District Data Coordinator

QUALIFICATIONS:

- A. High School Graduate.
- B. Familiarity with Windows Operating Systems, Microsoft Office and Google Apps preferred.
- C. Ability to work independently in a highly customer-focused environment.
- D. Ability to communicate effectively with all levels of technology users.
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- F. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PRIMARY FUNCTION:

- A. Genesis SIS administration, as well as all 3<sup>rd</sup> party interfaces with Genesis.
- B. Administration of student portals such as Clever, Canvas LMS, and online textbooks.
- C. Data maintenance for testing platforms such as Pearson Access Next, DLM, Access for ELL's, PSATs, and AP Testing.
- D. Data submission for State and federal reporting via NJ Smart and NJ Homeroom.

REPORTS TO: Director of Technology

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Serves as the District's Student Information System (SIS) Administrator/Student Data Manager.
- B. Assists in maintaining the student information system database, including, but not limited to, system updates, customizations, reports, import/export to 3<sup>rd</sup> parties, etc.
- C. Ensures data integrity, verifying information regarding data quality and data completeness.
- D. Assists with school scheduling, enrollment, attendance, and other issues within the SIS
- E. Works with District administration that will collect the District's assessment data
- F. Supports administration and teachers in using aspects of the SIS for grading, reporting, and other functions
- G. Primary person responsible for submitting NJSMART uploads and managing user access to NJ Web-based DOENET
- H. Resolve TroubleTrakkers promptly and courteously as assigned by the Technology Director.
- I. Additional projects assigned by the Technology Director

TERMS OF EMPLOYMENT: Twelve-month position. Salary and work year to be established by the Board

Salary: Per the negotiated contract

EVALUATION: The performance of this job will be evaluated annually by the Director of Technology per provisions of the Board of Education policy on the Evaluation of Professional Personnel.

BENEFITS: Benefits are available to full-time employees per the negotiated contract.

Approval Date:

BOE Review Date:

## **Legal References:**

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:26-1.1 Residence requirement prohibited
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for noncitizens
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-8 Notice of intention to resign required
- N.J.A.C. 6A:9B-10.13 Technology education
- N.J.A.C. 6A:9B-11.3 Authorization
- N.J.A.C. 6A:9B-11.6 Supervisor
- N.J.A.C. 6A:9B-13 Acting administrators
- N.J.A.C. 6A:32-5.1 Standards for determining seniority
- N.J.A.C. 6A:32-6 School employee physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
- Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.