

Instruction/Curriculum

TITLE: DATA SPECIALIST

QUALIFICATIONS and ESSENTIAL SKILLS:

1. Bachelor's degree in communication, information technology, education or other field related to the job duties.
2. Experience that is directly related to the duties and responsibilities specified.
3. Demonstrated knowledge of admissions, enrollment, and student records for an educational organization.
4. Strong communication and interpersonal skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
7. Knowledge of student records, registration, residency, recruitment and retention issues.
8. Skill in organizing resources and establishing priorities.
9. Knowledge of the rules, regulations, and laws regarding student records.
10. Ability to maintain confidentiality of records and information.
11. Knowledge of admissions standards and residency requirements.
12. Ability to communicate effectively orally and in writing.
13. Ability to gather and analyze statistical data and generate reports.
14. Ability to follow up, good with details, ability to deal with many issues concurrently.
15. Computer literacy.

REPORTS TO: Technology Coordinator

JOB GOAL: To provide data services including student records management

PERFORMANCE RESPONSIBILITIES

1. Maintains confidentiality of student records.
2. Develops and maintains recordkeeping systems and procedures.

Data Processing and Database management

1. Administers the database for student information system.
 - a. Sets up all validation tables upon which all school and student information is based.
 - b. Assigns and maintains user files and security levels.
 - c. Creates and maintains the school calendar in the software program.
2. Generates and uploads data for purposes of meeting state reporting and testing requirements, including but not limited to:
 - a. NJ Smart (EOY, 10/15,12/1 submissions)
 - b. The school register (attendance)
 - c. The Electronic Violence and Vandalism Reporting System (EVVRS)

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DATA SPECIALIST (continued)

- d. NJ Fall Survey
- e. The New Jersey Department of Education statewide proficiency assessments
- 3. Performs Genesis End of Year process each summer.
- 4. Assists in the creation and implementation of the district master schedule every school year.
- 5. Assists staff from other units in the district with the analysis of data and the completion of local, state and federal reports.

Training and Documentation

- 1. Conducts in-service programs to keep personnel trained and informed in the use of applications and developments in the field of electronic data processing in education.
- 2. Develops, trains, and supervises data processing staff.
- 3. Provides individual training to new and/or current school personnel including secretaries and administrators on use and troubleshooting of system.
- 4. Responds to inquiries and requests to provide training and assistance from system users for the purpose of providing information and/or directions.
- 5. Implements new program updates from software vendor and advises users to insure proper and maximum utilization.

Academic Information and Grading

- 1. Responsible for maintaining the accuracy of the student's computer information file to include pertinent demographic information, academic history, grades, GPA calculations, and class rank for the district.
- 2. Applies knowledge of academic standards governing student probation, suspension, and/or expulsion.
- 3. Applies knowledge of academic advisement procedures.
- 4. Creates and maintains a cooperative relationship and open communication with those holding similar positions in other districts in the region and state.

Other

- 1. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- 2. Maintains privacy and integrity of data.
- 3. Performs other related duties as may be assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

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DATA SPECIALIST (continued)

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-6.3	Requirements of 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.