

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Data Coach

Position

REPORTS TO: Principal

RESPONSIBILITIES:

- 1) Supports staff in the use of the District's Student Information System (SIS) and other District data systems.
- 2) Serves as the school's SIS administrator.
- 3) Trains and supports teachers and administrators in using aspects of the SIS for grading and posting of same.
- 4) Works with the Department of Technology and Information Systems to identify and resolve any data issues within the District's student information system.
- 5) Assists with student schedules, enrollment, attendance and other issues with the student information system.
- 6) Participates with the development of data standards, procedures and training for district and school staff members.
- 7) Maintains documentation of data, as well as the data system, standards and procedures.
- 8) Assures that all school data is accurately imported into the District and State student information systems.
- 9) Ensures the integrity of data, and verifies information regarding accuracy and completeness.
- 10) Produces data reports as requested by administration and school staff.
- 11) Assists with Federal and State reporting of school district data, including the exporting and uploading to external data systems.
- 12) Analyzes performance based data for all staff.
- 13) Works with other departments in the collection of student assessment data.
- 14) Keeps school administrators aware of the status of all on-going projects.
- 15) Performs all other responsibilities consistent with the department's goals in order to meet the needs of the District's schools or other central office departments.

ELIGIBILITY REQUIREMENTS

- 1) Bachelor's degree from an accredited college or university in education or data analysis; Master's Degree in related field preferred.
- 2) Valid NJ Teacher Certificate in any content area OR Educational Service Certificate.
- 3) Understanding of and experience with student information systems
- 4) Experience with relational database technologies.

- 5) Experience with data extraction, reporting and analysis tools.
- 6) Demonstrated knowledge of data base design and data techniques.
- 7) Ability to communicate verbally and in writing.
- 8) Ability to work with people.
- 9) Ability to work independently in data analysis.
- 10) Demonstrated ability to perform the essential duties in the area of responsibility with reasonable accommodation.
- 11) Required criminal history background check and eligibility to work in the United States
- 12) All applicants must meet NJ Residency requirements as per "New Jersey First Act" , N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 13) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via Applitrack at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview will be held to determine the personal qualifications and aptitude of applicants for the position as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in accordance with Board policies related to the appointment of professional personnel

SALARY RANGE:

As per negotiated agreement between the EOBOE and the EOEA

TERM OF EMPLOYMENT:

Ten (10) month work year

Approved by the East Orange Board of Education

March 23, 2021

Revised 03/1/2021