



JOB DESCRIPTION

**TRENTON BOARD OF
EDUCATION**

**DEPARTMENT: EARLY
CHILDHOOD**

JOB TITLE: MANAGEMENT INFORMATION SPECIALIST

REPORTS TO: EARLY CHILDHOOD DIRECTOR

Supervises: N/A

NATURE AND SCOPE OF JOB:

Supports compliance and data reporting for preschool contracted sites and other Office of Early Childhood vendors.

QUALIFICATIONS:

1. A Bachelor's Degree in Education, Social Science or etc., preferred but not required.
2. Experience in public school setting preferred
3. A working knowledge of the New Jersey Department of Education Preschool Programming.
4. Knowledge of State Regulations as they pertain to former Abbott, Early Childhood Programs and Community Providers and understands public school district protocols and policies.
5. Strong knowledge of current technological applications
6. Fluency in all Microsoft Office applications (Word, Excel, Outlook, Power Point) and basic Web browsers and searches
7. Effective oral and written communication skills
8. Strong interpersonal skills and ability to work successfully in a team mode
9. Demonstrate ability to learn quickly and take initiative
10. Strong interpersonal skills to work in a team capacity
11. Desire to grow professionally and seek out new opportunities to learn resources to support preschool programming
12. Demonstrate excellent organization skills
13. Demonstrate ability to work independently

Performance Responsibilities:

Major responsibilities of the role include, but are not limited to:

1. Files and maintains contracted provider personnel/personnel files and professional development follow ups on reviews that encourages accountability, growth and development and strategies as per district expectations
2. Reviews compliance and filing of staff credentials, criminal history and child abuse

background checks for all provider staffing

3. Work in conjunction with the EC Fiscal Representative as it pertains to budget (Schedule A & B) enrollment and purchases tied directly to contractual obligations
4. Collect, organize and maintains EC Department and provider data regarding the teaching, learning, programming, and services for compliance monitoring or reviews.
5. Use effective presentation skills when addressing contracted vendors and district entities
6. Maintain files for documentation and protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
7. Responsible, reviews and ensures that all contracted sites hold proper documentation for licensing, staffing, insurance purposes and maintains provider inventory
8. Manages the enrollment data tied to student attendance which directly impacts contractual payroll and ratio of staffing with the program
9. Effectively reports and presents enrollment data tied to contracted vendor compliance
10. Performs other duties related to the operation of the Early Childhood Department, as assigned by the Director of Early Childhood and/or his/her designee.

Residency:

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

EMPLOYMENT TERMS:

The MANAGEMENT INFORMATION SPECIALIST shall be employed under the following terms:

1. Work year of twelve (12) months
2. Salary, benefits, and leave of time as specified in the B & T Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

STATUS: **Hourly** _____ **Salaried** **X** _____
 Exempt _____ **Non-Exempt** **X** _____

EVALUATION

The MANAGEMENT INFORMATION SPECIALIST- BENEFITS shall be evaluated in accordance with Board of Education Policy.