UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

JOB DESCRIPTION

TITLE: **Data Systems & Analysis Coordinator**

REPORTS TO: Assistant Superintendent

QUALIFICATIONS:

1. Coursework and experience with student information systems, spreadsheets, databases, word processing and presentation technologies
2. Office experience in computer support with respect to school related student databases, preferably aligned to New Jersey Department of Education (NJDOE) reporting procedures
3. Knowledge of computer based data functions, including import/upload and export/download, as it relates to operational support of the educational environment and to the business office. (Preferred knowledge in Power School/SISs, NJSMART, NJDOE Homeroom, ASSA, InfoSnap and other reporting tools and systems)
4. Ability to create detailed reports and analyze data
5. Strong organizational and management skills in meeting deadlines for projects and applications
6. Strong interpersonal and communication skills
7. Required criminal history check and proof of U.S. citizenship or legal resident alien status
8. Such alternatives to the above qualifications as the Board deems appropriate and acceptable under State law

RESPONSIBILITIES:

The Data Systems and Analysis Coordinator has the responsibility of accurately and efficiently maintaining district wide student data and to also manage the reporting of such data through NJ Homeroom, NJSMART and other reporting systems, in compliance with district, the State of New Jersey Department of Education, and federal requirements and deadlines. The Data Systems and Analysis Coordinator will support central and building administrators by running reports and data queries useful in the analysis of school based programs and operation. Additionally, the Data Systems and Analysis Coordinator will work with and serve as a point of contact for sending school district personnel in the management of accurate data for shared purposes.

DUTIES:

1. Manages Student Information and Registration Systems (Power School/InfoSnap) databases.
2. Works with central office and school personnel to ensure the consistent and accurate management of all data, including but not limited to enrollment, demographic and attendance data.
3. Maintains and makes revisions to student registration and application system (Power School/InfoSnap) and queries data, as requested by district administrators.

4. Works with administrators to upload and import student registration data, as well as any and all data necessary for local, state, or federal reporting.
5. Regularly and consistently verifies accuracy of data entry in all job related databases, including data transfer operations from connected systems including but not limited to IEP Direct, Student Food Service Applications & Lunch Program, and Pearson Access Next.
6. Stays current with respect to all database requirements, technologies and systems applications, as well as with potential future changes and/or adoptions.
7. Stays current with all local, state and federal reporting requirements and regulations.
8. Ensures that all required district, state, and federal reports are compiled and submitted according to required deadlines and schedules.
9. Audits school data for compliance with local, state, and federal requirements.
10. Provides data reports and queries to administrators.
11. Supports administrators by generating detailed reports for the purpose of analysis/examination of data variations, and for reflection and recommendation of modifications to district programs and procedures.
12. Works with district administrators in the reorganization and growth of daily, weekly, monthly and yearly database operations regarding student information.
13. Assists in maintenance of the SIS database including but not limited to system updates, customizations, and reports.
14. Provides first-level support to all school-based personnel in the use of computerized student information management, assists in handling complex system errors or malfunctions, and provides expertise on non-routine situations.
15. Provides training in the use of the district's SIS (Student Information System) for all appropriate staff.
16. Assists with data and reports backup and archiving.
17. Assists with other duties as assigned.

HUMAN RELATIONS:

1. **With Staff**
   a. Works cooperatively and enthusiastically with other staff and the administration in achieving the schools' educational goals
   b. Exhibits professional and ethical attitudes and behaviors towards colleagues

DISTRICT-WIDE EFFECTIVENESS:

1. Implements school and district regulations and administrative requests.
2. Accepts responsibilities for the provision of a safe environment.
3. Establishes and maintains parent/guardian and community confidence in the schools' programs and efforts.
4. Contributes, lends assistance to committees, staff meetings, and/or individuals promoting school related activities.
5. Demonstrates good attendance and punctuality.

PROFESSIONAL GROWTH:

1. Works with colleagues to evaluate and to ensure program effectiveness.
2. Seeks assistance when necessary.
3. Accepts and uses constructive suggestions.
4. Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops, attending lectures, reading current materials, and participating in professional organizations.
5. Develops ways of applying recently acquired professional knowledge and skills.
6. Sets appropriate professional growth objectives.
7. Keeps informed of recent developments in his/her area of expertise.

TERMS OF EMPLOYMENT:

Twelve Month Confidential – Full Time