



**WEST MILFORD TOWNSHIP PUBLIC SCHOOLS
BOARD OF EDUCATION OFFICE
46 HIGHLANDER DRIVE
WEST MILFORD, NEW JERSEY 07480**

VACANCY ANNOUNCEMENT

POSITION:

**DATA SYSTEMS ASSOCIATE – BOARD OFFICE
IMMEDIATE OPENING**

RESPONSIBILITIES:

Include but are not limited to the following:

- Data entry and maintenance for the student information system including Student Registration, Demographics changes, Permissions, Scheduling, and Grades
- Support and troubleshooting Realtime (Student Information System) requests from staff and administration
- Act as intermediary between staff and vendor support
- Prepare and submit reports to the state using NJSMART
- Provide reports to various departments, as needed
- Perform daily, monthly, quarterly, and yearly scheduled tasks in relation to data entry, maintenance, and reporting
- Contributes to, maintains, and adjusts data processing manual, ensuring that all data functions are recorded and current
- Updates parent portals and other web-based communication tools to provide effective communication to parents
- Support Supervisor of Technology and other Central Office Staff
- Maintains filing system and record retention
- Other tasks and responsibilities as assigned by the Supervisor

QUALIFICATIONS:

Associate degree or minimum of five (5) years of office experience in a public school environment strongly preferred; demonstrated knowledge and experience in data entry procedures, the operation of computer equipment and computer applications; excellent communication skills, and ability to work as part of a departmental team; understanding of the troubleshooting process; good analytical and problem solving skills; successful completion of the State of New Jersey required criminal history check and proof of United States citizenship or legal resident alien status.

PAY SCALE:

Per the West Milford Unaffiliated Board Office Unit Agreement

PROCEDURES:

Electronic applications accepted via
<http://www.applitrack.com/wmtps/onlineapp>
Closing date: Until filled

An Equal Opportunity/Affirmative Action Employer