

Oradell Public School District

Job Title: Data Coordinator
Reports to: Superintendent
Evaluator: Superintendent
Date Approved:
Date Revised: December 05, 2018

QUALIFICATIONS:

1. College Diploma
2. Experience in the following is preferred:
 - Managing software and programs
 - Managing data and data entry
 - Project management
 - General or school office work
 - Use of automated office equipment
3. Excellent word processing and other data management skills
4. Strong analytical, communications, organizational, and human relations skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

JOB GOAL: To provide data management and technical support to the office of the Superintendent and to the office of the school administration, as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the efficient workflow of the school system relative to the responsibilities of the Superintendent
2. Assist with completion of online data submissions and uploads for district reports on NJDOE Homeroom (including Title I data and EWEG applications, School Report Card, ASSA, HIB Scoring, etc.)
3. Assist with completion of online data submissions and uploads for SID/SMID, State & Staff submissions, etc., via NJ-Smart (As per NJ-Smart Calendar)
4. Assist with completion of Staff Evaluation uploads and Certifications to NJ-Smart
5. Assists with system management and data entry into all school and District-based software systems (e.g. My LearningPlan, GCN; RealTime; Aesop; Systems 3000; etc.), including onboarding and exiting of employees

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6. Assists the Superintendent in compiling data and preparing reports required by law, administrative code, and Board policy. Prepares and/or follows through with the many required district, county, state, and federal forms/reports relating to various aspects of school district operation
7. Assists the Principal with management of State Testing (e.g. data uploads, scheduling, ordering of testing materials, etc.). Also downloads and prints data reports from both NJ-Smart and Link-it, as needed.
8. Assists the Principal with all Title grant application data entries into EWEG
9. Assists the Principal with data collection and data submissions related to ESL
10. Assists with website updates to BOE pages (Policies, Minutes, Meeting Videos, etc.). Posts links and resources to website as needed.
11. Acquires knowledge of local, county, and state policies, laws, and regulations
12. May act as a liaison between the Superintendent and administrative staff in screening and routing inquiries and requests
13. Attend professional development sessions of interest to district personnel (e.g., NJ-Smart) and turnkey information as appropriate
14. Performs any other office administration tasks which may be assigned by the Superintendent

TERMS OF EMPLOYMENT:

Salary to be determined by the Board of Education

This is a 12-month full-time position.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WORK ENVIRONMENT:

District-Wide

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PHYSICAL DEMANDS:

Standard

TRAVEL:

This position requires travel on occasion to school locations and/or department locations.

EEO STATEMENT:

Oradell Public School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Oradell Public School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SIGNATURE:

This job description has been approved by all levels of management and the Oradell Board of Education:

Superintendent:

Date:

LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 through -7.5 Criminal History Record
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirements
- N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
- N.J.S.A. 18A:17-24 Clerks in Superintendent's office
- N.J.S.A. 6:3-4A Requirements of physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C. A. 1100 et seq.