



ROBBINSVILLE BOARD OF EDUCATION JOB DESCRIPTION

JOB TITLE: Systems Data Coordinator

DEPARTMENT: Technology

REPORTS TO: Director of Technology

POSITION SUMMARY:

Integral to the school district's functioning, this position designs, analyzes, enhances, implements, maintains, and supports the use of data to improve its operation. The position serves as the lead analyst for all data services in the school district. These include but are not limited to Student Information Systems (SIS), transportation, New Jersey Smart, Google Chrome, IEP software, and all online systems.

QUALIFICATIONS:

- BA or BS degree preferred
- Successful experience maintaining data in an academic setting
- Familiarity with the academic data needs of K-12 education and the interrelationships between departments, data, and applications
- Ability to provide systems training and assistance to administrators, teachers, and support staff
- Extensive knowledge of Genesis (SIS, SchoolFi and Employee Portal) preferred
- Extensive knowledge of NJ Smart, New Jersey reporting of school data, and state testing
- Experience connecting varying databases in order to streamline data management and flow of information
- Awareness of best practices for data confidentiality and security purposes
- Experience with data management tools such as SQL, Report Writer, File Maker and Excel
- Effective written and oral communication skills
- Highly motivated with a keen sense of attention to detail and a strong customer service orientation

DUTIES AND RESPONSIBILITIES:

Data Management function:

- Make data available for data reporting and data driven decision-making purposes
- Maintain the integrity and functionality of district databases and programs (student information, special education, transportation, messaging, evaluations, Google apps for education, etc.)
- Serve as the system administrator for all district databases and programs designed to support the instructional program
- Collaborate with the Director of Technology to ensure smooth operations between systems
- Coordinate data element values and data entry efforts to promote consistency and usability across systems and throughout the district
- Pull data from various systems in order to complete state reporting (NJ Smart, ASSA, NJ Report Card, etc.)
- Assist in the configuration of the student information system (SIS) including but not limited to security, student online course registration, parent portal, scheduling, attendance, parent conferences, etc.
- Suggest, coordinate, and implement customizations of the SIS
- Establish processes and procedures for efficient and effective data management as it pertains to the integration with other systems, including but not limited to the creation of data standards, Schools Interoperability Framework (SIF) integration, data extracts and imports.
- Manage SIF agents and other data sharing methods
- Troubleshoot, research and resolve data errors related to SIF integration and communicate error resolution to appropriate staff
- Train staff in an ongoing basis as it pertains to the management and maintenance of system data
- Develop custom queries and reports as needed

- Coordinate end of year and beginning of year roll-over of SIS and NJ Smart data
- Coordinate roll-over of various data systems at the start of each new school year
- Make recommendations for changes in procedures and policies/guidelines to ensure consistency of data throughout systems
- Stay informed of system updates, trainings for data systems, and user group meetings
- Perform any other data related functions as assigned

Instructional Enhancement function:

- Organize instructional data as needed to promote internal analysis and review of achievement data designed to foster sound instructional decision making
- Assist in training faculty and staff in leveraging SIS and NJ Smart data to evaluate student progress
- Work with administrators to create plans for staff training that is focused on role-based responsibilities (I.E. registration, transcripts, honor roll, early graduation, summer school, diplomas, GPA, report cards, etc.)
- Coordinate annual scheduling of each school with guidance and administrative faculty
- Respond to requests for data useful in determining instructional decisions by querying reports and analysis as needed by the Central Administration
- Administrate the district's Google platform making recommendations for best practice and greatest access by students and staff
- Serve as the lead Google administrator for the district
- Assist with the coordination of state testing where data management and reporting are necessary

Reporting function:

- Assemble requisite data for state and federal reports
- Leverage NJ Smart, SIS, and NJDOE Homeroom to sort and evaluate compliance data needs of the district
- Liaison with the Assistant Superintendent, Business Administrator, and Transportation Coordinator to compile data needed for reporting purposes
- Compile and coordinate electronic information as required by the school district

Other:

- Maintain the district's communication system, Parent Square, so that users and recipients are current
- Conduct and/or coordinate training for any of the district's information systems as necessary
- Work closely with Human Resources to onboard and maintain staff files

KNOWLEDGE AND SKILLS:

- Proficiency in or knowledge of using a variety of computer software applications designed to facilitate good record keeping ease of information
- Strong interpersonal skills needed to handle sensitive and confidential employee situations and documentation
- Excellent problem solving, communication, and organizational skills
- Adaptability and flexibility required to function in a fast paced, changing environment

TERM OF EMPLOYMENT: 12 Month
REQUIRED CERTIFICATION: N/A
BARGAINING UNIT: Non-Affiliated
SALARY: Negotiable

BOARD APPROVAL DATE: February 27, 2024