

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**Instructional/Curriculum
Non-Certified**

Title:	Data Manager
Qualifications:	<p>Minimum:</p> <ol style="list-style-type: none">1. BSc/BA in computer science or relevant field2. Computer expertise and independence in applying programs such as: Microsoft Word/Excel/Outlook/PowerPoint/Publisher, Google Workspace (Docs/Sheets/Slides), NJSMART, Frontline, My Learning Plan, School Messenger, CDK, Source for Teachers/ESS, PowerSchool, AESOP, Applitrak, HIBster, social media platforms, various web sites and apps for event scheduling.3. Excellent understanding of data administration and management functions (collection, analysis, distribution, etc.)4. Familiarity with modern database and information system technologies5. Familiarity with annual NJDOE and Federally mandated reports for public schools6. An analytical mindset with problem-solving skills7. Ability to maintain confidentiality and professionalism in dealing with district data, information systems and in interacting with staff, public, parents and Board Members.8. Demonstrated organizational, communication and interpersonal skills.9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
Certificate and Endorsement Requirements:	None required
Reports To:	Director of Special Projects
Supervises:	Not applicable
Job Goal:	Oversees and coordinates the activities associated with data management, data submission and the activities of the technology department, and to perform duties assigned by the Director of Special Projects in a responsible and confidential manner so that the district can more efficiently serve students, staff, Board Members, and citizens of the district.

Performance Responsibilities:

1. Work with building/district staff to collect, organize, validate, correct, format, and prepare staff and student data for mandatory reports
2. Upload all student and staff information for federal and state testing requirements
3. Collaborate with building and district administration to develop the most efficient use of district data systems
4. Work to optimize office practices to achieve best overall service to students and families
5. Train staff to ensure consistent data entry and reporting practices
6. Create and enforce policies for effective data management
7. Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
8. Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
9. Establish rules and procedures for data sharing with administration, external stakeholders etc.
10. Monitor and support technical aspects of monthly Board of Education meetings, including but not limited to hosting, recording, quick troubleshooting and web posting of information.
11. Support others in the daily use of data systems and ensure adherence to legal and district standards
12. Assist with reports and data extraction when needed
13. Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
14. Ensure digital databases and archives are protected from security breaches and data losses
15. Troubleshoot data-related problems and authorize maintenance or modifications
16. Complete any task-related assignments as requested by the Superintendent of Schools.

Terms of Employment: Salary for a 12 month position (July 1 through June 30).

Annual Evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Superintendent of Schools

Date: September 25, 2017
April 26, 2021 (Revised)

Account Code(s): 11.000.230.100.900.000 - 100%