Job Title: District Data Coordinator – Confidential Position
Department: Technology
Reports To: Director of Technology and Business Administrator

Position Description:

This is a twelve-month salaried position. The District Data Coordinator (DDC) is responsible for compiling, maintaining and ensuring the accuracy of student and school records and activities, within the Student Information System. Additionally, this position will collect, maintain and analyze data necessary for a variety of digital platforms, resources and reports. The DDC communicates with district and non-district personnel, regarding district database import/export and auditing procedures. The DDC will also be responsible for ensuring all data related local, state and federal reporting deadlines are accurately met and submitted.

Duties and Responsibilities:

1. Maintains confidentiality of sensitive employee and student information.

2. Coordinates data for personnel and negotiations upon request from CSA and Business Administrator.

3. Process and maintain district payroll, accounts payable, and data aspects to include after school (Latchkey) and Summer Camp program.

4. Maintenance student database within the district student information system (SIS) including but not limited to enrollment, demographic information, staff, and state/federal information.

5. Ensure that the district SIS is accurate and up to date by regularly conducting data verification extracts/reports to remain accurate and up to date in compliance.

6. Manages and supports the day to day operations of the SIS application and database.

7. Identifies, analyzes and resolves problems with SIS; Interacts effectively with users to solve problems and advises on best practices for using the software system.

8. Coordinate student records with specialized central office teams whose work is dependent on accurate student information.

9. Develop standard weekly, biweekly and monthly reports including but not limited to weekly enrollment, student attendance, free and reduced lunch percentages, etc. for ongoing management needs.

10. Prepares customized reports for internal school needs and assists in school's accountability and audits reporting.

11. Performs all school, calendar and FISCAL year, data related rollovers, including but not limited to the SIS and digital platform student rosters.

12. Coordinates with the CSA and other district administrators to create and maintain teacher and student schedules and rosters, within the SIS.

13. Maintenance and safeguarding of student cumulative records (including requesting missing documents from students' previous school) to ensure school compliance with applicable laws of confidentiality and recording keeping.

14. Adhere to local, state, and federal regulations to ensure that all student information is kept confidential except as required by legal order.

15. Interprets state and federal mandates regarding data.

16. Process and maintain School Nutrition Program documents including but not limited to, ensuring free and reduced lunch applications are completed and accurately entered into the SIS and POS systems.

17. Maintains knowledge of current state and governmental agency reporting requirements.

18. Works with School Testing Coordinator to ensure all appropriate data is accurate and available for extraction, if needed.

19. Prepares, manages, maintains and submits all required data to NJ SMART, the New Jersey state data warehouse for student level data reporting.

20. Facilitates data conversions from our District Student information System to other Information System databases as required for reporting and compliance.

21. Translates data for import/export between SIS and secondary data systems.

22. Designs and lays out reports to meet the needs of users, agencies and organizations.

23. Facilitates import/export of digital curriculum.

24. Identifies and resolves data integrity problems, monitors databases for consistency and standardization of all student data, spot checks student data for compliance. Maintains backup and recovery of databases.

25. Plans, designs and manipulates databases for the storage and dissemination of student data.

26. Plans, designs and creates scripts for various reports.

27. Provides technical support to district personnel regarding SIS and other digital curriculum Information System databases.

28. Instructs and assists school personnel in student attendance record keeping and reporting.

29. Organizes, compiles, and summarizes student attendance, enrollment and achievement data and prepares required reports.

30. Organizes, compiles, processes and maintains student inter-district and intra-district transfer data.

31. Coordinates all aspects of the districts before and after school (Latchkey) program.

32. Develops strategies with the Director of Technology and other district administrators, to utilize the best methods for collecting and maintaining data.

33. Provides reports to the administration for School Board review.

34. May be required to attend local and state conferences, meetings or trainings to keep up to date with current requirements for collection and reporting of student information.

35. Other related duties as assigned including cross training with other District office staff and a willingness and ability to substitute as needed. Perform receptionist duties as required.

36. Performs such other related duties and responsibilities as may be assigned by the Director of Technology and Business Administrator.

37. Assist in the completion of documentation records for monitoring, i.e ASSA, IDEA, End of Year, SEMI, School Registrar and Mac

38. Coordinate student records with specialized central office teams whose work is dependent on accurate student information student Records with central office.