

TITLE: **COORDINATOR, STUDENT INFORMATION SYSTEMS**

QUALIFICATIONS:

1. Deep understanding of Student Information Systems or similar database applications
2. Proficiency in systems integration and data sharing
3. Strong leadership, analytical, and organizational skills
4. Attention to data accuracy and reporting timelines
5. Strong computer skills with considerable experience in Google Suite and/or equivalent software program and data entry
6. Demonstrated ability to work well as part of a team and ability to independently problem solve work related matters
7. Excellent communication, customer services, and organization skills.
8. Ability to work effectively with support vendors, administrators, faculty, and support staff
9. Demonstrated ability to conduct training and informational meetings
10. Flexibility in accommodating spikes in workload

REPORTS TO: Technology Coordinator

JOB GOAL: Primary responsibility for the administration and support of the Student Information System (Currently: Genesis); all related system applications, data analysis reporting, data integrity, and NJ State report submissions. Secondary responsibility to technology team for delivering services to supported users.

PERFORMANCE RESPONSIBILITIES:

1. Manage the coordination and maintenance of all student and staff data between the Student Information System and the various systems and applications that interact with the confidential student and staff data;
2. Facilitate, complete, and assist with student and staff related state and federal reporting requirements;
3. Perform configuration changes, user role and user account creation and changes, and other administrative actions within the student-related information systems;
4. Assist staff in creating and running reports within the student information systems;
5. Manage, monitor and troubleshoot data interfaces between all systems;
6. Provide training and support to users to facilitate their use of the student information systems;
7. Work with system vendors to resolve issues or request system enhancements;
8. Work with personnel in other school districts to resolve student data issues for state reporting and testing for students transferring in or out of District;
9. Communicate system changes to affected users;
10. Troubleshoot issues and document processes and procedures for current and future mitigation;

Board Approval			
Agenda Date:		Resolution No.:	

11. Display professional integrity and maintain confidentiality of systems and staff/student data;
12. Coordinate with District Testing Coordinator and School Testing Coordinators in collecting and inputting data and verifying its accuracy into NJSMART and the Pearson Access Next system for all State testing;
13. Support Technology Coordinator with tasks associated with the maintenance and distribution of district issues computers;
14. Perform other related duties as may be assigned by the Technology Coordinator;

**TERMS OF
EMPLOYMENT**

Twelve-month position; salary to be determined by the Board of Education

EVALUATION

Performance of this job will be evaluated annually in accordance with statute and Board policy