

**WAYNE TOWNSHIP PUBLIC SCHOOLS**  
**Wayne, New Jersey**  
**JOB DESCRIPTION**

**TITLE: H-010 - Manager of Data Accountability and Communications**

**EDUCATION AND EXPERIENCE REQUIRED:**

1. High school diploma or equivalency.
2. Prior experience in organizing and submitting educational data for Federal and State reporting and proficiency in data processing as demonstrated by familiarity with NJ SMART reporting and related State and Federal reporting submissions.
3. Knowledge, use and application of technology in an educational setting as well as Student Information Systems (SIS).
4. Must possess outstanding communication, organization, and multitasking skills.
5. Experience in education with knowledge of NJ SMART and PARCC preferred.
6. Ability to adapt to changing technologies, procedures and regulations.
7. Experience in general hardware and software operations, computer database entry and management. Intermediate to advanced ability with Microsoft Excel. Realtime SIS experience preferred.
8. Ability to exercise independent judgment in correcting data errors or omissions.
9. Ability to work with a high degree of accuracy.
10. Ability to travel to multiple district buildings as required.

**REPORTS TO:**

Director of Technology

**JOB GOAL:**

The Data Accountability and Communications Manager (DA&C) shall be responsible for administering all aspects of the district's Student Information System (SIS) and will develop and maintain coordination of district student data, codes, state reporting, and procedures and provide technical assistance for the district student information system and related systems. The DA&C Manager shall provide leadership through the development of procedures for safe and effective use, users' manuals and other documentation and staff training opportunities, and oversee the student data specialist position to ensure data integrity for compliance with local, state, and federal reporting and provide professional development on system features and functionality to staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Works in conjunction with the Business Administrator to ensure the accurate preparation and timely submission of the ASSA report.
2. Serves as the liaison with the State of New Jersey for generation of SMID numbers.
3. Works in conjunction with the Human Resources Manager to ensure the accurate preparation and timely submission of the annual NJ SMART state submission.
4. Works in conjunction with the Department of Student Support Services to accurately prepare and timely submit the NJ SMART Special Education submission.
5. Manages the District's website.
6. Manages the District's central registration process.
7. Manages the technical components of AchieveNJ and Frontline Professional Growth.

8. Works in conjunction with District principals to accurately prepare and timely submit the NJ SMART Course Roster submission.
9. Administers all aspects of the district's Student Information System, Teacher/Principal Evaluation System and other district-wide database systems.
10. Coordinates with the Director of Human Resources, Director of Curriculum and other administrators in collecting information, inputting data, and the completion and submission of state reports (e.g., NJ SMART, ASSA, Attendance Registers, Non-Public).
11. Designs, implements, and verifies processes to maintain data quality.
12. Investigates, requests and/or implements SIS features.
13. Supports District administrators and school office staff in utilizing and managing the Student Information System through the Help Desk System and training.
14. Provides training and technical assistance to staff regarding student information systems and associated programs.
15. Works with system vendors to resolve issues or request system enhancements.
16. Works with other school districts to resolve student data issues for state reporting and testing.
17. Performs extracting, importing and exporting of data in various database applications.
18. Ability to work on multiple projects and meet deadlines.
19. Works with the District's administrative team to identify areas of operations where improvements could be made to promote productivity and efficiency.
20. Performs other relevant tasks and assumes other related activities and responsibilities as assigned by the Director of Technology or the Superintendent of Schools.
21. As assigned by the Director of Technology, may serve as liaison with the State of New Jersey for generation of SMID numbers and ensure the accurate preparation and submission of the annual NJ SMART report.
22. Provides functional development as well as participates in the planning, designing, and testing of school and personnel data reports.
23. Identifies opportunities to fine tune and optimize database applications.
24. Demonstrates experience with reporting tools.
25. Demonstrates an understanding of any of the following: NJSMARTS, Windows Task Manager, Data automation, Secure FTP, and Access.
26. Analyzes complex, integrated user project proposals; identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops systems and or applications design for approved projects.
27. Interprets information and informally arbitrates between system users when conflicts exist.
28. Mentors other technical staff in their areas of specialty.
29. Provides on-call support for complex and critical computer applications problems and issues.
30. Serves as lead analyst in a design subgroup, directing and integrating the work of other staff members.
31. Manages the Student Data Specialist position to ensure accurate reporting for all state and federal NJSMART submissions.
32. Manages all aspects and all district lists on Blackboard (District Communication system database) and supports administrators with utilization of program.
33. Prepares and disseminates District communications to parents, staff, students, community members, Board of Education through Blackboard system.
34. Posts announcements to the District website, app and all social media accounts.
35. Coordinates and creates district surveys/presentations for use in various aspects of administrative needs. Dissemination and organization of collected information to be used for data informed decision making.
36. Organizes and manages the District intranet
37. Compiles, creates, and distributes monthly Data department newsletter.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

**ANNUAL EVALUATION:**

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

**BOARD APPROVAL DATE:** September 9, 2021, Agenda Item T-17