

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

**TITLE: H-015 - Student Data Specialist**

**EDUCATION AND EXPERIENCE REQUIRED:**

1. High School diploma or equivalency with at least two (2) years of experience in data entry, reporting, analysis and management. Student Information Systems strongly preferred.
2. High level of computer literacy including knowledge of current operating systems and business applications.
3. Working understanding of relational database structures, theories, principles, and practices.
4. Organization and documentation skills including the ability to delegate and direct others.
5. End user issue analysis, support and documentation; ability to identify the root cause of repetitive issues and suggest process improvements to address them.
6. Solid knowledge of data reporting and analysis; ability to manipulate data using Microsoft Excel and complete mail merges in Microsoft Word or Publisher. Microsoft Access a plus.
7. Ability to understand data specifications and identify potential issues in completing a given specification based on the data in the system.
8. Strong understanding of the organization's goals and objectives including a good understanding of how the district uses student data.
9. Strong analytical, conceptual, and problem-solving abilities
10. Good knowledge of student data privacy practices and laws.
11. Strong written and verbal communication skills including technical documentation.
12. Strong presentation and interpersonal skills.
13. Ability to present ideas in user-friendly language
14. Ability to prioritize and execute tasks in a high-pressure environment.
15. Experience working in a team-oriented, collaborative environment.

**REPORTS TO:**

Director of Technology

**JOB GOAL:**

The Student Data Specialist role is to ensure a high level of data quality and customer service across the district through the assessment, implementation, and oversight of sound data management processes with regard to the Student Information System. This individual is responsible for monitoring overall data quality of the Student information System data elements; producing and properly documenting monthly student registers; production of progress reports and report cards; exporting and manipulating student data for various student reports, tests, and

ad-hoc applications; and establishing and training on consistent data collection and entry practices district wide.

### **PERFORMANCE RESPONSIBILITIES:**

1. Using the Student Information System, produce and document monthly student registers.
2. Using the Student Information System, produce and distribute progress reports and report cards eight times yearly.
3. Fulfill ad-hoc requests for individual and bulk student data by reporting from the Student Information System and preparing / further analyzing the report results in Microsoft Excel as needed.
4. Assess Student Information System data quality and address any data / coding issues.
5. Research, resolve, and document student data issues reported by users.
6. Assist in the submission and documentation of State DOE reports such as NJSMART Regular and Special Ed, CTE, ASSA, Attendance Register Summary, etc.
7. Assist in the submission of data for pre-ID labels for state testing for NJASK, HSPA, EOC Algebra, EOC Biology, etc., and assist in processing and storing test results.
8. Interact with the Computer Programmer/Analyst/Supervisor in order to:
  - a. Develop an understanding of business processes and procedures driving the Student Information System and all associated applications which use student data.
  - b. Contribute to the formation of business processes to ensure maximum data quality and security.
  - c. Provide end user support and training.
    - i) For clerical personnel in the operation of the Student Information System.
    - ii) For clerical personnel in export of data from the Student Information System and further manipulation of this data in Microsoft Office, particularly Microsoft Excel.
9. Ensure that day to day tasks and business processes include the steps, activities, and deliverables required to achieve high quality data.
10. Report to departmental administration regarding perceived data management issues and participate in developing and implementing solutions.
11. Ensure that the Student Information Systems and associated applications adhere to existing data management practices, policies, and procedures
12. Develop and enforce validation methods for ensuring data quality and accuracy at the point of entry including forms development and intake processes.
13. Develop and execute validation methods to assess data existing in the Student Information System and address discrepancies within the system and against other systems.

### **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