

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: Database Coordinator/Systems Management

QUALIFICATIONS:

- Minimum five (5) years' experience in informational management, with prior Human Resources Management experience preferred.
- Proficiency in the use of MS Office applications.
 - Particular expertise in Excel, and knowledge of student information systems.
- Experience with Federal and State reporting and appropriate reporting platforms such as NJSmart, NJDOE Homeroom, and Civil Rights Data.
- Excellent organizational, written, and oral communication skills.
- Ability to work under limited supervision while following standardized practices and/or methods.

PREFERRED SKILLS:

- Knowledge of the schools and community of the Borough of Glassboro.
- Working knowledge of PowerSchool student information system.

REPORTS TO: Chief School Administrator

JOB GOAL/MAJOR FUNCTIONS:

To manage and/or monitor Office of Student and Staff Information. This includes student information systems, student registration process, student data, staff data, and informational technology processes and procedures required for Federal and State reporting. This position also oversees staff assigned to assist within the Office of Student Registration, District Residency & Truancy Officer, and Human Resources Generalist.

PERFORMANCE RESPONSIBILITIES:

1. Communicates with a variety of persons and/or agencies (e.g. other schools, students, staff, parents, etc.) to provide information on a variety of enrollment matters.
2. Evaluates situation (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
3. Maintains a variety of records and/or files, including student records (e.g. student schedules, rosters, student enrollment records, emergency records, daily attendance, completed reports, etc.) for the purpose of providing documentation for audit purposes, and, meeting state, federal and/or administrative requirements such as NJSmart, Civil Rights Data Collections, Student Safety Data Systems, and additional NJDOE reporting requirements.

4. Performs enrollment activities (e.g. interpreting transcripts, updating student information system, etc.) and maintains records of pupil enrollments for ensuring compliance with financial, legal, state or federal requirements.
5. Administer student test registration for required standardized testing (NJSLA, NJSL, DLM, ACCESS 2.0).
6. Identify homeless students to allow for collaboration with Homeless Liaison Coordinator.
7. Prepares a variety of reports (e.g. report cards, class rankings, grade checks, attendance activity, etc.) for the purpose of disseminating information to school personnel, parents/guardians, state agencies, and others as needed.
8. Coordinates statistical data as requested (e.g. FTE projections, chronic attendance data, and disciplinary action).
9. Design and publish informational how to documents and brochures for student information system.
10. Oversee Human Resources Generalist to ensure compliance (e.g. recruitment, employment, onboarding processes, leave of absences, state/federal reporting, and Free/Reduced lunch program).
11. Oversee and monitor the application, employment, and exit process of certificated and non-certificated staff members.
12. Serve as advisor to Human Resources Generalist in the resolution of personnel issues.
13. Direct and monitor the processing of leave requests in accordance with law, regulation and school board policy.
14. Review and coordinates staff evaluation library to ensure data submission to DOE and review and disseminate resulting DOE analysis of that information.
15. Create flowcharts, timelines and data management tools for all personnel procedures to ensure
16. Oversee District Residency & Truancy Officer to ensure compliance with law, regulations, school board policy, and working hours to ensure salary budget.
17. Review non-attendance referrals from schools to determine intervention level with Truancy Officer (e.g. home visit, court referral).
18. Review, investigate, and evaluate residency concerns to determine course of action.
19. To perform other incidental tasks consistent with the goals and objectives to support the growth of the district.

TERMS OF EMPLOYMENT:

Twelve (12) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.