Glassboro School District
Job Description

TITLE: Database/Systems Administrator

QUALIFICATIONS: 1 Bachelor's Degree in Computer Science or related fields or comparable work experience
2. Solid Working Knowledge & Experience with Microsoft Office Products to Include a Substantial Understanding of Excel Spreadsheet Database Management
3. Experience in Management & Maintenance of Educationally Based Information Systems and Ability to Analyze Data

REPORTS TO: **Superintendent**

POSITION GOALS: **1. Manage all aspects of Office of Student Registration to include notification, collection, and communication of new and returning students via online student registration system**

2. Maintain and update as needed student registration webpage including how-to documents to assist staff and parents

3. Meet with parent(s), guardian(s), or state agency representative(s) to gather student & family history for those identified in targeted populations such as homeless, foster care, unaccompanied minors, and English language learners to determine enrollment and fiscal accountability.

4. Administration of district's student **information** system **to include creating, updating, and maintaining electronic files for students enrolled, withdrawn or graduated.**

5. Provides yearly set-up of master schedule by creating or revising courses to comply with state and federal guidelines, processing teacher assignments, student course requests, and developing student schedules via online student information system for all schools including out-of-district placement.

6. Maintain, track, and provide reports and guidance on average daily student enrollment and average daily student attendance to ensure state mandated district attendance goals for funding purposes.

7. Oversees distribution of various student progress reports delivered to parents/guardians and state agency representatives via online student information system

8. Store teacher assigned student course grades, awards earned course credit, calculates, records, evaluates, and provides principal's list, honor roll list, class rank, and student GPA to schools

9. Generate report cards for TEB, GIS, & GHS for quarterly, semester, and yearly distribution.

10. Register, maintain, and certify student enrollment (includes all on-roll in-district and out-of-district placements) for assessment participation in required State and Federal standardized test administration. Includes PARCC, ACCESS 2.0 (for ELL students), DLM, NJ Biology, NAEP testing and transmitting all data points with any eligible student testing accommodations.

11. District Administrator for NJDOE online data collection and management systems such as NJHomeroom, NJSmart, NJDOE SSDS

12. Manages and transfers state reporting data to as required by the State of New Jersey and Federal Department of Education for educational establishments to obtain and preserve school district funding including all NJSmart (all student & staff collections) reporting, ASSA funding, Charter School Enrollment, Career and Technical Educational Data, School Register, Student Safety Data, HIB Training and Program Reporting, NJ School Report Card (Provide school data elements for teacher and student attendance, instructional time, and student suspension rates), State Facilities Enrollment Count, and Graduation Pathways Data.

13. Gather recorded staff SGO data and transmit files to NJDOE. Upon receipt of mSGP scores distribute to Administrators for review. If requested, meet with certificated staff to review data submitted on their behalf.

14. Develop and deliver EVVRS and HIB reports to Superintendent as necessary per NJDOE guide for Board of Education review.

15. Provide ongoing support and training as needed to assist district staff in utilizing student **information** system, **District sponsored databases and information systems, and edConnect**

16. Assist Technology department in developing and implementation plan for additional equipment and training as needed to facilitate full utilization of student database system.

17. Such other duties as assigned by the **Superintendent**

TERMS OF EMPLOYMENT:

Twelve month year. Salary and work year to be established by the Board of Education.

Last Updated 11/15/2017