

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: DISTRICT DATA COORDINATOR

QUALIFICATIONS:

- Tech savvy individual, proficient in use of Microsoft Word and Excel.
- Experience with NJ SMART
- Knowledge of RealTime student database software
- Excellent interpersonal skills and ability to multitask
- Knowledge of Pearson Access Next (NJSLA)

REPORTS TO: Superintendent

SUPERVISES: All aspects of the district's data coordination.

JOB GOAL:

- To assure the Great Meadows Regional School District completes all NJ SMART requirements State Reporting and /or other significant related reporting submissions.
- Coordinate student information for a variety of increasing district databases.
- Coordinate and update RealTime student management system and all confidential student information.
- Check and confirm all students transferring out of the district
- Export all data for graduating eighth graders to the high school
- Communicate regularly with school offices regarding enrollment changes
- EOY process, maintain/archive report cards yearly, RealTime yearly rollup, and other associated tasks

TERMS OF EMPLOYMENT: Twelve month continued employment

SALARY: \$5000 stipend

EVALUATION: Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by the Superintendent.