

## **LACEY TOWNSHIP SCHOOL DISTRICT**

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**JOB TITLE:** District Database and Web Communication Specialist

### **QUALIFICATIONS:**

1. Bachelor's degree in Computer Science
2. Demonstrates proficiency in Database Management and data reporting.
3. Knowledge of student and staff database intricacies and state reporting procedures.
4. Excellent analytical, problem solving and time management skills
5. Strong interpersonal communication skills
6. Demonstrates proficiency in communication through website development and online communication tools
7. Ability to work well as part of a team and independently in solving problems
8. Strong computer skills with considerable experience in Microsoft Office, especially Excel

**REPORTS TO:** Supervisor of Information Technology

**JOB GOALS:** To collect, review, prepare, present and report accurate data to district personnel for federal and state mandated data submissions as well as state required testing platforms. Provide technical support to the school district staff with all items related to database information. To create and maintain district websites and coordinate the online communication systems.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Database**

1. Collect, prepare, and submit timely completion of mandated local, county, state, federal reports and accurate data submissions.
2. Ensure student data is accurate and consistent in databases, reports and submissions.
3. Troubleshoot data validation errors from all submissions and work with all departments and schools to resolve issues.
4. Establish effective guidance and support for other district staff relative to their completion of reports and submissions.
5. Ensure state reports are submitted as required notifying the appropriate staff of timelines and needs to submit accurate data.
6. Stays current of state and federal student/staff data reporting requirements; district testing and assessment requirements for the purpose of ensuring accurate and compliant data submission
7. Create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format.

8. Compile, conduct and export advanced data searches and support special requests from the administration or staff.
9. Train and support district staff for the purpose of ensuring proper and effective system usage and changes based upon State and Federal reporting.
10. Monitors student/staff information submitted into student information system for the purpose of ensuring the integrity of the data for state submissions and testing.
11. Provide technical support and maintenance for day to day operations of the student information system.
12. Assist in the yearly processes required of the student information system, set up of new school year, roll over, close out school year, graduate students.
13. Review and suggest modifications to security access; system settings; and staff, teacher and parent access in the student information system and other accessible databases.

#### **Web Communications**

1. Adds timely information to the district's website/school websites in order to provide information about the district/school to students, parents, other district residents and the news media.
2. Support staff in website revisions.
3. Edits web content, optimizes web navigation, enforces style consistency, and adds new information to benefit visitors. Exhibits excellent grammar, punctuation, spelling and proofreading skills.
4. Communicates with administrative team throughout the district to best utilize communication resources directly connected to database information.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the Board of Education.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the boards' policy on evaluations.

Approved by: Lacey Township Board of Education

Date Approved: February 19, 2019