

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **DATABASE COORDINATOR**

- QUALIFICATIONS:**
1. Valid New Jersey Teaching Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communications skills
 4. Required criminal history background check and proof of US citizenship or legal resident alien status
 5. Operational level office skills including: typing, word processing, filing, copying, calculator use, basic record keeping ability, ability to compose correspondence
 6. Must be proficient in Microsoft Office or equivalent software
 7. Ability to remain confidential with student and staff matters

REPORTS TO: Principal

POSITION GOAL:

To ensure district compliance with state reporting and maintenance of accurate student Records.

ESSENTIAL JOB FUNCTIONS:

1. Ensure that quality data is maintained in the Student Information System (SIS), which includes
 - Maintaining all staff, student, and parent accounts
 - Troubleshooting issues for the school community
 - Creating and modifying report cards and transcripts
 - Creating the master teacher and student schedules in conjunction with the School Counseling Department
 - Assigning lockers and homerooms to students
 - Being a resource for staff by training new users and keeping them apprised of updates to the software
 - Maintaining a training website for teachers to access when they need assistance
2. Report to the State several times per year on such matters as
 - SID Management

- State Submission
 - Special Education Submission
 - Course Roster Submission
 - NJ ASSA School Summary
 - School Register Summary
3. Report to the USDOE every two years by completing the CRDC survey
 4. Performs other tasks related to the district management of its student records/reporting as assigned.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17