Rahway Public Schools
Job Description

TITLE: IT Data Specialist

REPORTS TO: IT Manager

NATURE AND SCOPE OF JOB:
The role of the IT Data Specialist is to maintain all data utilized by the district for all reporting. This includes but is not limited to the Student information system, employee evaluation system, and lesson plan system. The role is to ensure the security of all data. The role also provides assistance in exporting/importing data into various systems and providing support on the data and import/export of the data. The role will also be responsible for all state reporting including but not limited to NJSMART.

JOB QUALIFICATIONS:
● Four years of experience with student database systems, preferably in a public school district
● Experience importing and exporting data in a format usable and readable
● Experience with disaster recovery and backing up and restoring of data.
● Previous experience with Frontline software, the ASSA and CRDC reporting systems, and electronic data collection and retention systems
● Ability to design, develop, implement and evaluate data collection and reporting systems and procedures
● Strong organization and analytical skills
● Experience in planning and executing professional development.
● Previous experience administering NJSMART, PowerSchool, Genesis (or similar system)
● Thorough knowledge of Federal, State and local student information reporting requirements for both general and special education programs
● Understanding of New Jersey school district operations.

ESSENTIAL JOB FUNCTIONS:
The IT Data Specialist duties and responsibilities include but are not limited to:

● Management of the district student information system, which includes but not limited to:
  o Ensuring the data is secured by ensuring account access is only granted to those authorized
  o Ensure data is accurate at all times
  o Report generation for district needs
  o Exporting of data for state reporting
  o Importing and exporting of the data for other district software systems (I.E. Frontline, Oncourse, Clever)
  o Ensure the system is updated with proper versions and patches.
● Management of systems connecting to the Student Information System, i.e. Lunch, IEP, and Transportation to ensure data needed inside those systems is accurate and up to date.
● Assume primary responsibility for School Registration systems and

procedures, residency verification, PowerSchool, Genesis (or similar system), IEP software, and NJSmart systems.
- Support for staff database i.e. Frontline for ability to generate appropriate state staff reports for district
- Work with other employees and departments on the interchange of data between the aforementioned systems and other district software systems.
- All NJ State reports (NJ Smart, DOE Homeroom) as it pertains to student and staff data.
- Provide on-call assistance to administration regarding software problems, special needs, and the strategic expansion of software systems, features, and reports.
- Ensure the student information system is up to date with security patches and all security is properly set for user access
- Troubleshoot and correct database usability issues with application data being used.
- Updating and supporting web content to ensure our district web presence is maintained.
- Documentation and How-to documents regarding all areas being supported
- Training of end users aimed at increasing the skills for data accuracy and use of the system
- All other related duties and responsibilities as assigned.

WORK ENVIRONMENT:
This job operates in a professional office environment. This role routinely uses standard office equipment such as but not limited to, computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job, the staff member shall:

1. Use strength to lift items up to 50 lbs needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Works in standard office and school building environments.
4. Ability to work outdoors during outdoor student activities.
5. Contributes to the team effort in supporting technology in the district.
6. Have a valid driver's license and be able to use a personal automobile.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or the operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Rahway Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Rahway Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

REVISED: May 30, 2023