

## **LACEY TOWNSHIP SCHOOL DISTRICT**

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**JOB TITLE:** Student Information Manager

**QUALIFICATIONS:**

1. Associate's Degree
2. Excellent analytical, problem solving, and time management skills.
3. Strong communication and human relation skills in person, over the phone, and through written and typed mediums.
4. Demonstrated proficiency in data analysis and computer office applications such as Microsoft Office, GSuite for Education, and Systems 3000.
5. Experience with user management applications is a plus.

**REPORTS TO:** Supervisor of Information Technology

**JOB GOALS:** Provide support and guidance to all district stakeholders for computer systems that store and apply student information in the educational process including the student information system, scheduling, modules, evaluation, grade reporting, lesson planning, and user credentials. Assist and troubleshoot application integrations to increase effectiveness and benefit educational programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Direct and maintain an efficient and effective student information system.
2. Maintains data in a confidential and time sensitive manner.
3. Provides information for district planning and budget purposes as well as E-Rate submission.
4. Troubleshoot a variety of devices to ensure proper technology systems functionality.
5. Maintain and monitor student information system integrations.
6. Extracts monthly attendance reports for the district from the student information system.
7. Develop and support staff implement processes that support school, district, and state policies.
8. Maintain the Grade and Progress Report Schedule for the district.
9. Provide technical support in the student information system, for day to day operations, to all departments.
10. Train and support district staff for the purpose of ensuring proper and effective system usage and changes based upon State and Federal reporting.
11. Prepares emails and written material such as, procedures, instructions and conveying information for the student information system.

**Student Information Manager (cont.)**

**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