

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Curriculum and Instruction**

**Non-Certified**

**TITLE: ASSISTANT STUDENT INFORMATION SYSTEMS (SIS)/ DATABASE COORDINATOR**

**QUALIFICATIONS:**

1. Associate Degree or equivalent from two-year college or technical school in business or computer science or other related area is desired, Bachelor's Degree preferred
2. Two (2) years related experience and/or training; or an equivalent combination of education and training. Experience with database and administrative
3. Must possess a valid New Jersey Driver's License;
4. Excellent database knowledge and expertise;
5. Demonstrated competence in administrative software and database systems support and management/setup/maintenance/interfacing to include student records and other database systems;
6. Advises other personnel regarding revisions of existing methods, forms, records and reports for information systems for the purpose of maximizing system efficiency;
7. Analyzing issues and determining an appropriate course of action;
8. Communicating with a diverse group of people;
9. Displaying tact and courtesy at all times;
10. Good critical thinking and time management skills;
11. Working as part of a team and maintaining effective working relationships;
12. Working with detailed information;
13. Meeting deadlines and the ability to multitask;
14. Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Google (docs, sheets, forms, drives), and data management environments;
15. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
16. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
17. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with 12. N.J.A.C. 6:3-4A.4.
18. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
19. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

**REPORTS TO:** Director of Curriculum and Instruction or designee

**JOB GOAL:** The Assistant SIS/ Database Coordinator assists the Database Coordinator in setting up, maintaining, and overseeing the District Student Information system to ensure the proper collection of various data for State and Federal compliance reporting. Assists with the coordination of all State and Federal mandated student testing, including the New Jersey State Testing. Assist the Database Coordinator in the creation and management of profiles of the District's student population and charts progress in order to evaluate and manipulate factors that impact academic growth.

**PERFORMANCE RESPONSIBILITIES:**

**\*\* E= Essential Job Function\*\***

- Assists the Database Coordinator in the management of the district's student information system and complex databases by maintaining clean up to date data on a daily basis; E

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- Assist with Student Registration, transfers, and student releases by coordinating with Database Coordinator as needed; E
- Assist the Database Coordinator in maintaining accurate documentation regarding SIS functions, operation procedures, and the dissemination of updates to users (Staff, Students, and Parents), including but not limited to change of address, phone contacts, etc; E
- Assist in the submission of required data for state reports, state submissions, and testing as needed in NJ Smart and State Testing Portals for the purpose of providing timely and accurate data; E
- Assist the Database Coordinator in the coordination of staff observation and evaluation schedules in SIS systems as needed in collaboration with the administrative team, Human Resources, and building administrators;
- Enters data as necessary for various mandated program requirements, such as, but not limited to, Special Education for NJ State Assessment of Student Performance and Progress test;
- Extracts data from the student database system for all required software. Ex. Trans finder, Pearson Next, NJ Smart, NJ DOE Databases, etc;
- Assist in the monitoring of information submitted into database systems (e.g. enrollment, attendance, testing);
- Assist in setting up new student and staff accounts;
- Assist Database Coordinator in organizing and conducting trainings and user meetings in the use and maintenance of District database systems for the purpose of disseminating information and maximizing the use of programs;
- Assist in the provision of reports to staff originating from districts SIS Systems, State Testing and NJ Smart Database as required/requested;
- Able to navigate through all parts of OnCourse Systems Student Information System and NJSMART and Pearson, as the systems relate to one another. E
- Serve as an assistant to District Test Coordinator: Works with sites to coordinate districtwide testing programs, including, but not limited to, state testing. Collects and reports pertinent data as needed.
- Trains employees at district sites in test administration as needed, including the ability to access computer testing information and relevant reporting;
- Assist in the ordering, distribution, collection, verification, and mailing of testing materials;
- Works with sites to ensure proper identification and integrity of data of special populations for the purpose of test pre-identification and reporting (ELL, economically disadvantaged, Title I, special education, etc.);
- Coordinates with the Database Coordinator to provide support for inputting all testing information into the SIS;
- Assist in the maintenance and coordination of training provided to Pleasantville District Staff through the Pleasantville Safe Schools Portal as needed.

### OTHER JOB FUNCTIONS:

- Ability to multitask, take initiative, and work effectively in teams as well as independently. E
- Detail-oriented with the ability to maintain professionalism under pressure. E
- Ability to schedule own time, be proactive, work under pressure, meet deadlines, and set priorities without direct supervision. E
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting. E
- Has strong written and oral communication skills. E
- Attends and participates in meetings, conferences, and seminars to be informed of new developments in managing the district's student information systems, especially in relation to state regulations governing student information and other requirements. E
- Ability to work to implement the vision and mission of the district
- Maintains strict confidentiality. E
- Performs other duties as assigned.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to

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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 needed to perform the functions of the job.
2. While performing the duties of this job, the employee is frequently required to sit and talk and hear.
3. The employee is occasionally required to stand; walk; use hands to touch, handle and feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and taste and smell.
4. The employee must frequently lift and move up to 10 and occasionally lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Demands:

The environmental 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.

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 operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**Right to Revise:**

This job description is not meant to be all-inclusive, and the Pleasantville School District reserves the right to revise this job description as necessary without advance notice. The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

<b>TERMS OF EMPLOYMENT:</b>	Twelve (12) month position.
<b>SALARY:</b>	Determined by the Board of Education
<b>EVALUATION:</b>	Performance of this job will be evaluated in accordance with provisions of the Board's policy.
<b>Approved by:</b>	Pleasantville Board of Education
<b>Date:</b>	December 13, 2022

**Legal References:**

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.A.C. 6A:16	Programs to support student development
<b>See particularly:</b>	
N.J.A.C. 6A:16-5.3	Incident reporting of violence, vandalism, and alcohol and other drug abuse
N.J.A.C. 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986 8 U.S.C.A. 1100 et seq.