

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

Business/ Operations

TITLE: DATABASE COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree or relevant work experience;
2. Experience in project management (staff and program) including responsibilities in planning, developing, implementing and managing a technology infrastructure;
3. Evidence of management experience in multiple technical environments, e.g. desktop server internet and telecommunications areas;
4. Experience with WAN and LAN environments;
5. Thorough knowledge of Microsoft Office;
6. Strong interpersonal and organizational skills;
7. Excellent communication skills both verbally and written;
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
9. Provide proof of citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. 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 the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. 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 N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and

REPORTS TO: Business Administrator / or Designee

JOB GOAL:

To support the efficient and effective delivery of technology service and support to schools and district offices.

PERFORMANCE RESPONSIBILITIES:

1. Maintains student data base, assign staff members log-on information;
2. Provide professional development training to staff members on the proper use of the student database;
3. Assist staff members with running reports from the student database;
4. Responsible for ensuring all student information is input correctly in the student data base for state reporting purposes;
5. Coordinates vendor relationships (software, hardware and services) and oversight of contract administration;
6. Prepares proposals and assists the administration with the evaluation and exploration of new technology germane to district's technology efforts;
7. Promotes a culture that emphasizes importance of end-user focus both inside and outside the district;
8. Searches continually for ways to improve IT service to end-users;
9. Serves on appropriate district committees and task forces charged with technology planning and development;

DATABASE COORDINATOR (Continued)

10. Maintain the district-wide calling system ensuring to remove all invalid telephone numbers when notified;
11. Responsible for submitting annual district e-rate application;
12. Complies with district, state, and federal guidelines and procedures for all areas under supervision and management;
13. Participates in the development, implementation and achievement of district strategic plan goals and objectives;
14. Performs other duties related to the position and as may be assigned by the business administrator;
15. District contact person for the New Jersey Homeroom website and log-on information;
16. Responsible for reporting such as Violence and Vandalism ASSA, Fall Survey, NJ School Report Card Narrative, School Register Summary, NJ SMART/ SID, ADA and vendor reports;
17. Coordinates the disseminates school calendar;
18. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

PHYSICAL DEMANDS:

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 needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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.

TERMS OF EMPLOYMENT: 12-month employee, salary determined by Board of Education

ANNUAL 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.

Approved by: Pleasantville Board of Education

Date: August 11, 2020

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
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.