

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

**Central Office Support**

**Non-Certified**

**Title: Strategic Planning, Data Grants Specialist**

**QUALIFICATIONS:**

1. Bachelor's Degree in Strategic Management, Business Administration, Organizational Leadership, or Educational Grants Management (Required); Master's Degree in Strategic Management, Business Administration, Organizational Leadership, or Educational Grants Management (Preferred)
2. Minimum of three to five years of successful management experience, preferably from a New Jersey Public School;
3. Experience in strategic planning, developing, implementing and managing data
4. Knowledge of project management, including responsibilities in planning, developing, implementing and managing a technology infrastructure;
5. Evidence of management experience in multiple technical environments, e.g. desktop server internet and telecommunications areas;
6. Knowledge of managing grant and educational programs.
7. Thorough knowledge of Microsoft Office;
8. Strong interpersonal and organizational skills;
9. Strong leadership, organizational skills, and attention to detail
10. Ability to act with integrity, professionalism, and confidentiality in a multicultural, diverse community
11. Excellent verbal and written communication skills
12. Proficient with technology, Microsoft Office Suites, and other related software
13. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
14. Strong communication and interpersonal skills
15. 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.
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 the individual has not been convicted 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 N.J.A.C. 6:3-4A.4.
18. Pass the state-required Mantoux Intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.
19. Meet such alternatives to the above qualifications as the Superintendent may find appropriate.

**REPORTS TO:** Superintendent of Schools or Designee

**JOB GOAL:**

Strategic Planning, Data Grants Specialist ensures that the District's strategic initiatives align with the long-term goals and objectives. Responsible for managing, analyzing, and visualizing data and grants to help District school leaders identify opportunities for improvement. Optimizes the District's databases by ensuring data is accurate, secure, and efficient. Creates reports and presentations for the Superintendent and/or designee.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains the confidentiality of sensitive information and documents. Coordinates the handling of information with the superintendent in order to maintain the privacy of confidential information.
2. Collect, analyze, and visualize data to help district school leaders identify opportunities for improvement.
3. Collects and analyzes all school district data, surveys, reports, and other documents to meet NJDOE compliance in NJ SMART to develop strategic plans that drive educational performance growth.
4. Coordinates implementation of districtwide surveys, questionnaires.
5. Collaborate with central administration and school teams to identify opportunities for improvement and develop actionable strategies.

6. Leads coordination of all district state assessments.
7. Analyze the District's external and internal environment, assess current strategies, and generate and evaluate the most successful strategic alternatives.
8. Maintain the district-wide calling system, ensuring that all invalid telephone numbers are when notified;
9. Responsible for submitting annual district e-rate applications;
10. Complies with district, state, and federal guidelines and procedures for all areas under supervision and management;
11. Participates in the development, implementation and achievement of district strategic plan goals and objectives;
12. Provides other assistance in implementing the funded programs, preparing and filing documentation, and fulfilling the grant requirements, as assigned.
13. Reconciles monthly grant/foundation status with the district business office.
14. Prepares accurate work effectively while under time pressure, uses independent judgment and produces a quality work product within tight time constraints.
15. Consults regularly with curriculum coordinator(s), department heads, principals and interested teachers to insure that any funds received are managed appropriately and in the best interests of the school district and comply with the approved school goals.
16. Maintains a list of grant opportunities and application deadlines. Keeps the superintendent informed about grant opportunities.
17. Performs other duties related to the position and as may be assigned by the business administrator;
18. District contact person for the New Jersey Homeroom website and log-on information;
19. 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;
20. Coordinates the disseminates school calendar;
21. Maintains student database, assign staff members log-on information;
22. Provide professional development training to staff members on the proper use of the student database;
23. Assist staff members with running reports from the student database;
24. Responsible for ensuring all student information is input correctly in the student database for state reporting purposes;
25. Coordinates vendor relationships (software, hardware, and services) and oversight of contract administration;
26. Prepares proposals and assists the administration with the evaluation and exploration of new technology germane to district's technology efforts;
27. Promotes a culture that emphasizes the importance of end-user focus both inside and outside the district;
28. Searches continually for ways to improve IT service to end-users;
29. Serves on appropriate district committees and task forces charged with technology planning and development;
30. Prepares specific grant applications and, upon authorization by the superintendent, files the applications in an accurate and timely manner.
31. Is responsible for contacting funding agencies and learning the requirements for filing a complete application package.
32. Coordinates the preparation and distribution of information on for all schools within the district.
33. Perform additional duties and activities that are within the scope of employment, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

**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 an acceptable form 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

1. essential responsibilities and functions of the job and are not meant to be all-inclusive:
2. Exposure to a variety of childhood and adult diseases and illnesses.
3. Occasional exposure to a variety of weather conditions.
4. Exposure to heated/air-conditioned and ventilated facilities.
5. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
6. Function in a workplace that is usually moderately quiet but that can be noisy at times.

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. Pleasantville Public School District reserves the right to modify or interpret this job description as needed.*

**TERMS OF EMPLOYMENT:** 12-month employee, salary, and work year as set by the Board of Education

**FLSA STATUS:** Exempt

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy.

**Approved by:** Pleasantville Board of Education  
**Date:** August 20, 2024

**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.A.C. 6A:16-5.1 School safety and security plans  
N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism, and alcohol and other drug abuse  
N.J.A.C. 6A:16-11 Reporting potentially missing or abused children  
N.J.A.C. 6A:32-6 School employee physical examinations  
N.J.S.A. 18A:26-1.1 Residence requirement prohibited  
N.J.S.A. 18A:40 Promotion of health and prevention of disease  
N.J.S.A. 18A:40A Substance abuse  
8 U.S.C.A. 1100 *et seq.* - Immigration Reform and Control Act of 1986,  
20 U.S.C. 1400 *et seq.*, Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)  
Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)  
Honig v. Doe, 484 U.S. 305 (1988)  
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)  
Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 *et seq.*