JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

JOB TITLE: **DATABASE/SIS ADMINISTRATOR**

REPORTS TO: Manager of Information Technology

NATURE AND SCOPE OF JOB:

The Database/SIS Administrator provides support to the Manager of Information Technology in administration and support of all district database, student information systems and data reporting requirements.

QUALIFICATIONS:

1. A minimum 3 years supporting and maintaining database systems and services for multi-network sites and districts.
2. Experience in Microsoft Windows 7, 8 Office 2013, Server 2008 & 2012, Microsoft SQL 2008, 2012, database backup and recovery software.
3. Microsoft certifications such as MCSA, MCSE, MTA, A+, Google or other relevant technical certification.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Hold and maintain a valid driver's license with no serious violations.
6. Exhibit competency in using various computer applications.
7. Have good communication skills.
8. Demonstrate the ability to multi-task.
9. Have the ability to maintain an accurate filing and recording system.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Work with sensitive staff and student data in a professional and confidential manner.
13. 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.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with N.J.A.C. 6:3-4A-4.
15. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
16. 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.
17. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application
2. Required documentation as outlined above
3. Letters of reference from former employers or other professional sources
4. Employment interview

EMPLOYMENT TERMS:

The Database/SIS Administrator shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Maintain and update all district dependent databases and systems including, but not limited to: Student information systems (Genesis), Microsoft SQL (HR & Personnel DB) NJ SMART, PARCC, NWEA, School Messenger, ITD Inventory, and various student and teacher educational systems.
2. Provide server updates and security database to all related servers and systems.
3. Create, update and provide database reports and analytics as needed.
4. Submit timely, accurate and updated reports data for all state and federal mandated district reporting requirements.
5. Monitor all system backups and maintain offsite storage of the backups
6. Assist/Backup Network Administrator roles and responsibility.
7. Assist computer technicians as needed to repair problems with devices in the field

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. Sit, stand, and walk for required periods of time

2. Speak and hear and communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

3. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

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

EVALUATION:

The Manager of Information Technology will evaluate the Database/SIS Administrator in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.

Adopted: