

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
OAKLAND, NEW JERSEY 07436

JOB DESCRIPTION

Title: District Information and Systems Coordinator

Organizational Relationship: Reports to the Director of Technology

Primary Function: Administer and maintain all information systems used by the District; ensuring that technology supports the organization's objectives and enhances productivity and efficiency across various departments. **Major Responsibilities:**

1. **Systems Administration and Support:** Assume full responsibility for the management of the district's information systems, encompassing tasks such as administration, integration, troubleshooting, vendor coordination, and user support. These systems span a broad range of applications, including the Student Information System (SIS), Learning Management System (LMS), school administration systems, master scheduling, productivity suites, Software as a Service (SaaS) subscriptions, and college/career readiness systems, among others.
2. **Data Management:** Ensure data accuracy, integrity, and security across district systems and services. Collaborate with the Director of Technology and Network Administrator to develop and implement robust data management strategies aligned with data governance principles and industry best practices.
3. **State/Federal Reporting:** Maintain compliance with state and federal reporting requirements, including adherence to specific reporting guidelines and deadlines. Manage the collection, organization, verification, and timely submission of district data in the required formats to meet reporting obligations.
4. **State Assessment Support:** Work closely with all stakeholders including administrators, special education, test and technology coordinators in the administration of the NJSLA/NJGPA or similar assessments within the district.
5. **System Evaluation and Improvement:** Continuously assess the effectiveness of information systems, proactively identifying areas for improvement. Gather user feedback, analyze workflows, and provide recommendations for enhancing system usage and functionality.

6. ***System Planning and Implementation:*** Collaborate with district leaders to gain insights into needs and requirements. Assess existing systems and evaluate solutions to address identified needs. Provide informed recommendations and propose solutions/services for optimizing efficiency. Plan and coordinate for a smooth transition/migration and successful adoption of the new system.
7. ***User Training and Support:*** Provide training and support to district staff on the proper use of information systems. This may involve creating user manuals, conducting training sessions, and offering ongoing assistance to address user inquiries or concerns.
8. ***Website Maintenance and Notification:*** Support website maintenance and management for the district, ensuring regular updates with accurate and relevant content. Assist in delivering announcements/notifications to constituents via voice, text, and email messaging.
9. Perform other relevant tasks and assume other related activities and responsibilities as assigned by the Director of Technology and/or District Administrators

Qualifications:

1. Bachelor's Degree in related field
2. The ability to manage data integration across multiple systems
3. Strong interpersonal skills, multi-tasking, and problem solving abilities.
4. Must have a strong aptitude in working with various online services

Terms of Employment: Twelve-month work year, in accordance with contractual arrangements as approved by the Board of Education.

Approved: July 30, 2007

Revised: May 9, 2016

Revised: May 22, 2023