

## **DELRAN TOWNSHIP SCHOOL DISTRICT**

### **Data Entry/Computer Analyst**

**Reports to:** Area Supervisor (School Business Administrator/School Secretary; Supervisor of Buildings and Grounds; or Principal)

The Data Entry/Computer Analyst will serve in a primary or backup role to ensure that the following responsibilities are completed in a timely and efficient manner:

- 1) Enter, delete, and edit student records in student management database using district administrative software package.
- 2) Coordinate intra-district transmission of data between schools.
- 3) Backup school-based and district wide integrated data on a daily basis, with weekly backups removed from the premises.
- 4) Serve as a primary or secondary resource person for administrative, teaching, and support staff in all schools with regard to the district student management software package.
- 5) Contact vendor support representatives for answers to questions and troubleshooting regarding student management packages.
- 6) Produce reports and queries for school, district, and state-mandated reports.
- 7) Serve as backup to attendance office for attendance reporting purposes.
- 8) Assist in scheduling (high school master schedule, testing schedules, special program schedules)
- 9) Assist in transmission of data to the New Jersey Department of Education through the automated data reporting system (DOE net),
- 10) Coordinate technology repair requests for the high school.
- 11) Track equipment/inventory (serial numbers/warranty information).
- 12) Coordinate/Co-ordinate home instruction services for the school district.
- 13) Collect and process grade reporting data for high school report cards.
- 14) Prepare and distribute all necessary correspondence for Assistant Principal, Academic Affairs.

- 15) Coordinate High School Student of the Month calendar and inform students/parents.
- 16) Coordinate all honor student programs (honor roll passes, etc.)
- 17) Collect and process student free and reduced lunch data and update student records in database.
- 18) Coordinate development of Course of Studies Book for High School.
- 19) Process all purchase orders for Academic Affairs office and district technology needs.
- 20) Any other duties assigned by administration as deemed necessary for smooth operation of the building.
- 21) Collect and process student free and reduced lunch data and update student records in database.
- 22) Coordinate development of Course of Studies Book for High School.
- 23) Process all purchase orders for Academic Affairs office and district technology needs.
- 24) Any other duties assigned by administration as deemed necessary for smooth operation of the building.

All other duties as assigned by your immediate Manager and/or Superintendent.

**APPROVED BY THE BOARD OF EDUCATION: February 13, 2012**