

SCHOOL DISTRICT OF THE CHATHAMS

TITLE: DISTRICT INFORMATION SECRETARY

QUALIFICATIONS:

1. Knowledge of admissions, enrollment, and student records for an educational organization, as well as the rules, regulations, and laws regarding them.
2. Bachelors Degree (preferred)
3. Proficiency with the creation and manipulation of spreadsheets; ability to gather, manipulate, and analyze statistical data
4. Strong communication and interpersonal skills; ability to work with people possessing different levels of technical knowledge.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Director of Technology/Superintendent

JOB GOAL: To plan and coordinate activities and operations of the management of district information systems, provide staff and parent support and assistance as it relates to this, and manage all data requirements from the Department of Education with accuracy and efficiency.

PERFORMANCE RESPONSIBILITIES:

1. Provides technical support and training to staff and other stakeholders, as needed.
2. Provides management of the district's student data by using the student information system application, including managing and maintaining the student database.
3. Plans and coordinates activities and operations of the management of district information systems .
4. Supports school staff in the preparation of and generation of school,

administrative, and state reports as needed.

5. Coordinate/Supervise student registration adhering to rules, regulations, and laws that apply to an educational organization. Includes entering data in the student database and requesting records from previous schools.
6. Withdraws students by preparing the withdrawal and compiling records the student will take with them.
7. Responds to all record requests from other school districts, employers and community agencies.
8. Performs updates and monitors content on the district's website to enhance district communication.
9. Assists Superintendent and Director with communication to the community and parents in times of crisis or emergency situations and serves on district's emergency management team.
10. Provides administrative support in central office.
11. Prepares and assists in the collection of data for district and State reports.
12. Remains current in technological knowledge and skills through the workshop attendance.
13. Performs other related duties as may be assigned.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

ESSENTIAL

FUNCTIONS: The position holder must be able to perform the essential job functions with or without reasonable accommodations. It is

the responsibility of the employee to inform The School District of the Chathams Superintendent of Schools of any and all reasonable accommodations that will be required.

BOE APPROVED: 8/20/2012