

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Manager of Information Systems - Academics

**REPORTS TO:** Assistant Superintendent /Chief Academic Officer

**QUALIFICATIONS:** Strong communication skills  
Knowledge of database management and reporting software  
Ability to manage the software applications utilized by the school district for student academic records and instruction  
Ability to provide software training for secretarial and clerical staff  
Ability to identify solutions to hardware and software problems  
Required criminal background check and proof of US citizenship or legal resident alien status

## PERFORMANCE RESPONSIBILITIES

1. Maintains operational control, including budgeting, for the support of the district's academic and instructional databases including Genesis, T-Eval, and NJSMART
2. Designs and maintains customized reports and electronic files in response to district's needs—e.g. fulfillment of federal, state, and county reporting.
3. Assist in the preparation of information required by outside agencies and vendors.
4. Assist in the creation and maintenance of user access to administrative and instructional systems, including PTHSD staff, students, and parents.
5. Provide technical support and training to administrative and instructional systems end-users with tasks relative to academic, instructional software.
6. Maintains contact with software and database vendors for problem solving and "help desk" activities.
7. Assists in scheduling and administering computer-based PARCC assessments to district students.
8. Assists in the development of the long-range technology plan.
9. Participate in professional development and technical training as necessary to maintain and upgrade skills.
10. Assists with periodic software and hardware upgrades.
11. Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent / Chief Academic Officer.

Board Approved: 7/24/14