

Caldwell – West Caldwell Public Schools

Job Description

Title: **Data/Communications Specialist**

QUALIFICATIONS:

Experience with:

1. Website Design
2. Management of Student Information Systems
3. Active Directory/LDAP
4. School Nutrition Point of Sale programs
5. Google Apps for Education
6. Instant Alert systems, e.g., Honeywell
7. Public Relations/Communications

REPORTS TO: Director of Instructional Services (Data) and Superintendent (Communications)

RESPONSIBILITIES:

1. Maintain school district website.
2. Maintain staff and community accounts on district website.
3. Provide professional development for staff on use of website and data management systems.
4. Ensure data integrity of student information systems and other data management systems.
5. Troubleshoot data management system issues.
6. Manage district communications and public relations.
7. Coordinate publication of articles in local media on student and staff accomplishments.

