

**JOB DESCRIPTION  
SUPERINTENDENT'S OFFICE  
SECRETARY- REPORTING/TECHNOLOGY  
12 MONTHS**

The Reporting/Technology Secretary shall be responsible to the Superintendent or his/her designee for the following duties:

1. Responsible for Student Information System database including updates, enrollment, accuracy of data and all related district and state reports.
2. Responsible for NJ Smart student information database including uploads, student testing data for pre-id labels for NJ Ask test, October and July state required reports, August CTE submission and upload and maintenance of optional submission data and all other reports required by the district.
3. Coordinate student data with registration office, special services, guidance department and individual school offices.
4. Organize daily operations of Technology Department including the use of SchoolDude or any other district programs. Assist with inventory and procurement of all district technology needs and other duties as assigned by Systems Manager.
5. Provide technology support to staff/students/parents and coordinate technology set-ups for programs/speakers district-wide.
6. Other responsibilities and/or duties as assigned by the Superintendent or his/her designee

Adopted: