

**DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**  
**Public Meeting, February 29, 2024**  
**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 4573**

The Superintendent recommends that the Board of Education approve the following personnel fiscal resolutions.

**4573 A. RESIGNATIONS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>YEARS IN DISTRICT</b>
<b>Iraggi, Taylor</b>	T PE/Health CHS – 1.0 FTE	4/12/24	4.11
<b>Miller, Colleen</b>	T SPED/INC CHS – 1.0 FTE	4/5/24	9.5

**4573 B. APPOINTMENT**

(This employment is conditional and subject to the disclosure requirement; pending compliance with NJ Public Law 2018, Chapter 5)

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>	<b>BACKGROUND</b>
<i>Davenport, Maureen</i>	<i>Assistant Principal SB – 1.0 FTE</i>	<i>3/1/24 6/30/24</i>	<i>\$121,699</i>	<i>Replacing Sheila Murphy who retired</i>
<b>Handwerker, Jamie</b>	T PE/Health MM – 1.0 FTE	3/1/24 6/30/24	\$57,985	Replacing Meryl Pezzato who resigned
<b>Risueno, Daniel</b>	T Math MM – 1.0 FTE	3/1/24 6/30/24	\$57,985	Replacing Seth Goodstone who resigned

**4573 C. ADMINISTRATIVE LEAVE**

<b>NAME</b>	<b>EFFECTIVE DATE</b>
<b>Employee #1456</b>	2/7/24-TBD (w/pay)

**4573 D. CHANGE IN START DATE**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>OLD END DATE</b>	<b>NEW END DATE</b>
<b>Hopkins, Jeremy</b>	T SS CHS – 1.0 FTE	TBD	2/1/24

**4573 E. CHANGE IN END DATE**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>OLD END DATE</b>	<b>NEW END DATE</b>
<i>Hermelee, Mara</i>	<i>Temporary Position School Social Worker/Student Support Services Professional CHS – 1.0 FTE</i>	<i>4/23/24</i>	<i>6/4/24</i>

<b>Johnson, III Leroy</b>	<i>Acting Principal/Supervisor of SPED MONT/DIST – 1.0 FTE</i>	2/29/24	6/30/24
<b>Paquette, Destiny</b>	<i>LR T 5 DB – 1.0 FTE</i>	6/10/24	6/20/24
<b>Pezzato, Meryl</b>	<i>T PE/Health MM – 1.0 FTE</i>	3/1/24	2/29/24

**4573 F. LEAVES OF ABSENCE**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>Davis, Jessica</b>	T 2 SM 1.0 FTE	1/2/24-3/12/24 (Paid Maternity Leave) 3/13/24-6/11/24 (Unpaid FMLA)
<b>Hess, Marianne</b>	<i>Academic Intervention SM – 1.0 FTE</i>	<i>3/4/24-3/22/24 (Unpaid FMLA)</i>
<b>Horn, Raquel</b>	Principal MAR – 1.0 FTE	1/2/24-2/23/24 (Paid Medical Leave)
<b>Loupis, Michael</b>	SAC <i>CHS – 1.0 FTE</i>	<i>4/26/24-6/4/24 (Unpaid Personal Leave)</i>
<b>Maggiore, Molly</b>	T PE/Health CHS 1.0 FTE	2/2/24-2/15/24 (Paid Sick Days) 2/16/24-5/16/24 (Unpaid FMLA)
<b>Montilla, Laribel</b>	<i>T Art CLIN – 1.0 FTE</i>	<i>3/18/24-5/10/24 (Unpaid Childcare Leave)</i>
<b>Post, Maryann</b>	<i>Clerical Aide SM – 1.0 FTE</i>	<i>2/27/24-4/26/24 (Unpaid FMLA)</i>
<b>Rhodes-Soriano, Michelle</b>	<i>T 5 DB – 1.0 FTE</i>	<i>3/22/24-6/20/24 (Unpaid FMLA)</i>
<b>Robinson, Dana</b>	Social Worker MM - 1.0 FTE	4/3/24-5/28/24 (Unpaid FMLA)
<b>Rosen, Hillary</b>	<i>T SPED/INC SOM – 1.0 FTE</i>	<i>12/21/23-3/12/24 (Unpaid NJ FLA)</i>
<b>Seavers, Kevin</b>	<i>T SS CHS – 1.0 FTE</i>	<i>3/12/24-6/20/24 (Unpaid Childcare Leave)</i>
<b>Sebastian, Lindsay</b>	T SS MM 1.0 FTE	2/29/24-4/4/24 (Paid Medical Leave) 4/5/24-4/11/24 (Unpaid FMLA)
<b>Stewart, Kandice</b>	T Art CHS 1.0 FTE	1/18/24-2/5/24 (Paid Maternity Leave) 2/6/24-3/4/24 (Unpaid FMLA) 3/5/24-3/22/24 (Unpaid NJFLA)

**4573 G. SALARY ADJUSTMENTS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ADJUSTMENT</b>	<b>ACTUAL SALARY</b>
<b>Hurley, Pat</b>	T PE/Health CHS - .2 FTE	1/2-1/29/24 (18 days)	\$116.82 (per day)	\$2,102.76
<b>Mobley, Gary</b>	T PE/Health CHS - .2 FTE	1/2-1/29/24 (18 days)	\$116.82 (per day)	\$2,102.76
<b>Pilone, Jr., Joseph</b>	T PE/Health CHS - .2 FTE	1/2-1/29/24 (18 days)	\$123.15 (per day)	\$2,216.70
<b>Shannon, Robert</b>	T PE/Health CHS - .2 FTE	1/2-1/29/24 (18 days)	\$116.82 (per day)	\$2,102.76
<b>Buzar, Marissa</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$69.50 (paid @ 17%)	\$1,390.00
<b>D'Alessio, Tara</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$99.29 (paid @ 17%)	\$1,985.80
<b>Fleming, Aprell</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$86.59 (paid @ 17%)	\$1,731.80
<b>Obasi, Mabel</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$83.47 (paid @ 17%)	\$1,669.40
<b>Hatchell, Lucinda</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$98.11 (paid @ 17%)	\$1,962.20
<b>Kaller, Nichole</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$81.59 (paid @ 17%)	\$1,631.80
<b>Miller, Colleen</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$85.55 (paid @ 17%)	\$1,711.00
<b>Passanante, John</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$88.95 (paid @ 17%)	\$1,779.00
<b>Sampson, Mercedeh</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$98.11 (paid @ 17%)	\$1,962.20
<b>Falk, Suzanne</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$91.03 (paid @ 17%)	\$1,820.60
<b>Gallof, Pamela</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$106.04 (per day)	\$2,120.80
<b>Quinn, Robin</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$88.95 (per day @ 17%)	\$1,779.00
<b>Reichenstein, Steven</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$73.37 (paid @ 17%)	\$1,467.40
<b>Anderson-Ellis, Shawna</b>	T SPED CHS - .2 FTE	1/2-1/31/24 (20 days)	\$106.87 (per day)	\$2,137.40
<b>Degioia, Damiana</b>	T SPED/INC CHS - .2 FTE	1/2-1/31/24 (20 days)	\$84.65 (per day)	\$1,693.00
<b>Regler, James</b>	T SPED/INC CHS - .2 FTE	1/2-1/31/24 (20 days)	\$80.32 (per day)	\$1,606.40
<b>Schiavo, Lynn</b>	T SPED/INC CHS - .2 FTE	1/2-1/31/24 (20 days)	\$109.54 (per day)	\$2,190.80
<b>Stradford, Karen</b>	T SPED/INC CHS - .2 FTE	1/2-1/31/24 (20 days)	\$100.65 (per day)	\$2,013.00
<b>Stradford, Lynn</b>	T SPED/INC CHS - .2 FTE	1/2-1/31/24 (20 days)	\$129.26 (per day)	\$2,585.20

<b>Martinez, Dorota</b>	SAC CHS - .2 FTE	1/2-1/31/24 (20 days)	\$106.85 (per day)	\$2,137.00
<b>Griffiths, Sara</b>	T SS CHS - .2 FTE	1/8-1/31/24 (16 days)	\$116.82 (per day)	\$1,869.07
<b>Luzzi, Christina</b>	T SS CHS - .2 FTE	1/8-1/31/24 (16 days)	\$75.54 (per day)	\$1,208.62
<b>Abdelhadi, Mazin</b>	T Math CHS - .2 FTE	1/2-1/31/24 (20 days)	\$116.82 (per day)	\$2,336.40
<b>Celio, Angela</b>	T Math CHS - .2 FTE	1/2-1/31/24 (20 days)	\$112.75 (per day)	\$2,255.00
<b>Massoud, Nicole</b>	T Math CHS - .2 FTE	1/2-1/31/24 (20 days)	\$76.65 (per day)	\$1,533.00
<b>Perez, Jorge</b>	T Math CHS - .2 FTE	1/2-1/31/24 (20 days)	\$90.21 (per day)	\$1,804.20
<b>Seiferheld, Karen</b>	T Math CHS - .2 FTE	1/2-1/31/24 (20 days)	\$103.09 (per day)	\$2,061.80
<b>Bachenheimer, Stacey</b>	T SCI/B CHS - .2 FTE	1/22-1/31/24 (8 days)	\$123.15 (per day)	\$985.20
<b>Barber, Kristin</b>	T SCI/B CHS - .2 FTE	1/22-1/31/24 (8 days)	\$123.15 (per day)	\$985.20
<b>Biasucci, Amy</b>	T SCI/B CHS - .2 FTE	1/22-1/31/24 (8 days)	\$116.82 (per day)	\$934.56
<b>Nugent, James</b>	T SCI/B CHS - .2 FTE	1/22-1/31/24 (8 days)	\$123.15 (per day)	\$985.20
<b>Tedeschi, Chasity</b>	T SCI/B CHS - .2 FTE	1/22-1/31/24 (8 days)	\$90.21 (per day)	\$721.68
<b>Johannsen, George</b>	T English CHS - .2 FTE	1/22-1/31/24 (8 days)	\$106.42 (per day)	\$851.36
<b>MacPherson, Stephen</b>	T English CHS - .2 FTE	1/22-1/31/24 (8 days)	\$123.15 (per day)	\$985.20
<b>Martling, Lori</b>	T English CHS - .2 FTE	1/22-1/31/24 (8 days)	\$125.37 (per day)	\$1,002.96
<b>McNamara, Tracy</b>	T English CHS - .2 FTE	1/22-1/31/24 (8 days)	\$107.09 (per day)	\$856.72
<b>Pollioni, Eugene</b>	T English CHS - .2 FTE	1/22-1/31/24 (8 days)	\$123.15 (per day)	\$985.20
<b>Currais, Kevin</b>	T SPED MM - 1.2 FTE	1/2/24 6/20/24	+\$14,057 (pro-rated)	\$84,342
<b>Johnson, Monica</b>	T Lang. Arts MM - 1.2 FTE	9/26/23 6/20/24	+\$20,676 (pro-rated)	\$124,656
<b>LiPuma, Elizabeth</b>	T SPED SOM - .2 FTE	1/2-1/31/24 (20 days)	\$78.87 (per day)	\$1,577.40
<b>Meade, Megan</b>	T SPED SOM - .2 FTE	1/2-1/31/24 (20 days)	\$116.82 (per day)	\$2,336.40
<b>Winter, Benjamin</b>	T SPED SOM - .2 FTE	1/2-1/31/24 (20 days)	\$107.09 (per day)	\$2,141.80
<b>Ashe, Joanne</b>	T SPED/SC CHS – 1.2 FTE	9/1/23 6/20/24	+\$18,837	\$113,022
<b>Ellis, Susan</b>	Supervisor SPED DIST – 1.0 FTE	12/1-1/29/24 (22 days)	\$235.00 (per day)	\$5,170.00

<b>Davenport, Maureen</b>	<i>Acting Asst. Principal SB – 1.0 FTE</i>	<i>8/1/23 2/29/24</i>	<i>+\$13,546 (pro-rated)</i>	<i>\$121,699 (pro-rated)</i>
<b>Copeland, Jeanette</b>	Clerical Aide DB – 1.0 FTE	1/10-2/5/24 (20 hours)	\$7.81 (per hour)	\$156.20
<b>Toledo, Magda</b>	Clerical Aide MAR – 1.0 FTE	1/10-2/6/24 (33.00 hours)	\$7.81 (per hour)	\$257.73

**4573 H. STIPENDS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Frisch, Julia</b>	<i>Intramural SOM - .5 FTE</i>	<i>9/1/23 2/9/24</i>	<i>\$4,628 (pro-rated)</i>
<b>Martinez, Josue</b>	Asst. to the Principal MAR – 1.0 FTE	2/7/24 6/30/24	\$8,189 (pro-rated)
<b>Muirhead, Ryan</b>	Varsity Coach, Baseball CHS – 1.0 FTE	3/1/24 6/30/24	\$7,891
<b>Nichols, Thomas (Max)</b>	Asst./Varsity Coach, Baseball CHS – 1.0 FTE	3/1/24 6/30/24	\$5,614
<b>Reyes, Nicolas</b>	Asst./JV Coach, Baseball CHS – 1.0 FTE	3/1/24 6/30/24	\$5,531
<b>Clesmere, Lindsey</b>	Asst. Coach, Softball CHS – 1.0 FTE	3/1/24 6/30/24	\$5,614
<b>Mobley, Gary</b>	Asst. Coach, Outdoor Track CHS – 1.0 FTE	3/1/24 6/30/24	\$5,614
<b>Reichenstein, Steve</b>	Head Coach, Tennis CHS – 1.0 FTE	3/1/24 6/30/24	\$6,566
<b>Sumner, Jacob</b>	Asst. Coach, Tennis (Boys) CHS – 1.0 FTE	3/1/24 6/30/24	\$6,566
<b>Guido, Carey</b>	Asst./Freshman Coach, Lacrosse Girls CHS – 1.0 FTE	3/1/24 6/30/24	\$3,811

**4573 I. CURRICULUM WRITERS**

See attached list

**4573 J. 2023-24 FRESHMEN ACADEMY – HUDDLE TEACHERS REVISED**

See attached list

**4573 K. JOB DESCRIPTIONS**

Revised: Information Systems Manager  
 Data Entry Manager – School Based  
 Data Entry Manager – Middle School Based  
 Data Entry Manager – District Based

2024 Curriculum Writers  
\$50.00 per Hour

Last Name	First Name	Assigned Department				
Rice	Matthew	STEM 9-12				
Wilson	Veronica	STEM 9-12				

2023-2024 FRESHMAN ACADEMY - HUDDLE TEACHERS  
revised 2/16/24

LAST	FIRST	FTE	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Anderson-Ellis	Shawna	.068 FTE	9/29-2/15/24	\$6,541	\$ 102,726
Banner	Abiodun	.068 FTE	9/29-2/15/24	\$6,228	\$ 97,813
Davis	Rashad	.068 FTE	9/29-2/15/24	\$6,894	\$ 108,274
Fleming	Yolande	.068 FTE	9/29-2/15/24	\$7,149	\$ 116,284
Grayson	Burnett	.068 FTE	9/29-2/15/24	\$5,385	\$ 84,570
Ioannidis	Gisell	.068 FTE	9/29-2/15/24	\$5,283	\$ 82,968
Jordan	Zakiyya	.068 FTE	9/29-2/15/24	\$5,874	\$ 92,259
Karis	Katerina	.068 FTE	9/29-2/15/24	\$7,537	\$ 118,372
La Padula	Maria Cristina	.068 FTE	9/29-2/15/24	\$6,704	\$ 105,289
Martinez	Dorota	.068 FTE	9/29-2/15/24	\$6,228	\$ 102,392
McDowell	Jennifer	.068 FTE	9/29-2/15/24	\$7,064	\$ 113,333
Mooney-Chavis	Danielle	.068 FTE	12/19-2/15/24	\$6,468	\$ 101,582
Murphy	Kelly	.068 FTE	9/29-2/15/24	\$4,419	\$ 69,404
Pena Pascual	Raysa	.068 FTE	9/29-2/15/24	\$4,555	\$ 71,540
Pociask	John	.068 FTE	9/29-2/15/24	\$7,149	\$ 115,284
Semeraro	Vitamaria	.068 FTE	11/16-2/15/24	\$5,874	\$ 92,259
Stoudemire	Eric	.068 FTE	9/29-2/15/24	\$7,537	\$ 118,372
Van Beveren	Todd	.068 FTE	9/29-2/15/24	\$6,490	\$ 104,925
Wilburn	Alterik	.068 FTE	9/29-2/15/24	\$5,616	\$ 88,201
Wilson	Veronica	.068 FTE	9/29-2/15/24	\$4,188	\$ 65,773

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

Information Systems Manager

**MINIMUM  
QUALIFICATIONS**

- Demonstrate experience at handling multiple concurrent projects, results-oriented, and effective problem-solving skills.
- Demonstrate the ability to work independently in the disciplines of analysis/data-mining, system analysis, system design (including authoring specifications), and creating/maintaining software code.
- Proficient in optimization/tuning of relational databases, ETL and information architecture to effectively design, create, and manage databases.
- Experience in administration of Oracle, and Sybase databases required; knowledge of Visual FoxPro a plus.
- Development experience in Oracle PL/SQL, Visual FoxPro COM+, ASP, JavaScript, HTML/DHTML/CSS and VB.
- Technical support experience in networking, Microsoft Office, Win98/ Win2K/ WinXP.
- Demonstrate proficiencies in various technologies needed to effectively maintain the district database.

**REPORTS TO**

Director of Technology

**JOB GOAL(S)**

To set up, maintain and facilitate District Student Database and Assessment Center

**PRIMARY RESPONSIBILITIES**

- In collaboration with the Director of Planning and Assessment, design and maintain the district student database, including:
  - a. Registration demographics for all new students validating residency, custody and basic demographic information
  - b. Provide statistical data reports
- Maintain database of all supplementary programs such as Project Ahead, ESL, etc.
- Assist the Superintendent and Assistant Superintendent with construction, distribution and analysis of questionnaires, research studies, and authentic assessment programs and analysis.
- Complete special projects as assigned by the Superintendent, Assistant Superintendent, Director of Planning and Assessment.
- Complete the following state reports: ASSA (student data part), Fall Survey, State School Report Card, School Register Summary, LEP Exit Report, and LEP.
- Responsible for Monthly Attendance report.
- Design, develop and maintain district wide consolidated database.
- Upgrade, maintain and provide end-user technical support district wide for SASIxp® and OnBase®.



*Job Description*

*Title: Information Systems Manager*

*Page 2 of 2*

- Administrate and backup Windows 2000 servers for District SASIxp<sup>®</sup>, SIMS (Oracle<sup>®</sup>), OnBase<sup>®</sup> (Sybase<sup>®</sup>), and SIMS (web server).
- Administrate SASIxp<sup>®</sup>, OnBase<sup>®</sup>, Oracle and Sybase databases.
- Facilitate scheduling team at the high school and middle schools to ensure success of student scheduling process. provide scheduling, Schedule Pro, and SASIxp expertise.
- Generate/facilitate data analysis reports for district administration staff.
- Develop, maintain and support custom solutions. Such as applications developed in house to accommodate specialize tasks.
- Develop and implement processes to facilitate data collection and integrity.
- Provide support for CHS Computer Center Data Manager and act as a replacement when necessary.
- Install and Upgrade LibraryWord<sup>®</sup> software at district level. Upload patron records at the start of the school year for each library. Update consolidated library on the Internet server.
- Provide technical support for PC hardware/software, and networking.
- Recommend and implement necessary technologies for data collection and analysis district wide.
- Complete special projects as assigned by the Superintendent, Assistant Superintendent, Director of Assessment and the Director of Media & Technology.

**TERMS OF EMPLOYMENT**

12 Months

Salary to be determined by the Board

---

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** July 1994

**Revised:** November 15, 2004; February 29, 2024

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**  
525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**Data Entry Manager – School Based**

**MINIMUM  
QUALIFICATIONS**

- College Graduate preferred
- Coursework and experience with student information systems, and spreadsheet, database, word-processing, and presentation software.
- Demonstrated ability to construct and manage building scheduling concepts and processes.
- Strong organizational; and management skills in meeting deadlines for projects and applications.
- Excellent work, communication and interpersonal skills

**REPORTS TO**

Director of Technology

**JOB GOAL(S)**

- To assist the Director of Technology and Information Systems Manager in providing district schools with comprehensive student administrative data management operations.
- To assist with comprehensive student administrative data, management operations on the district level, and compilation of district-wide reports.

**PRIMARY RESPONSIBILITIES**

1. Updates and maintains all data files for elementary, middle, and high school student management software applications.
2. Assists all schools with maintain attendance student data.
3. Verifies accuracy of data entry in the student information system.
4. Maintains student academic progress for all schools.
5. Provides necessary reports for teachers, administrators, and supervisors such as transcripts, schedules, grades, report cards, progress reports, honor role, rankings, discipline, attendance, course requests, level recommendations, etc.
6. Maintains inventories of all forms and supplies necessary for computer center operations.
7. Provides guidance to principals and program leaders in order to mediate and facilitate attainment of an educationally sound computer-generated master schedule.
8. Provides training in the use of the district's student information systems for all appropriate staff.

*Job Description*

*Title: Data Entry Manager – School Based*

*Page 2 of 2*

- 9.** Works with the Director of Technology, in the reorganization/refinement of all daily computer-assisted operations for grades K-12 regarding student information.
- 10.** Keeps skills current with respect to all upgrades of hardware and software applications.
- 11.** Other duties as assigned by the Director of Technology.

**TERMS OF EMPLOYMENT**

12 Months

Salary as per SOMEA Agreement

---

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** October 4, 1999

**Revised:** February 29, 2024

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**  
525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**Data Entry Manager – Middle School**

**MINIMUM  
QUALIFICATIONS**

- College Graduate preferred
- Coursework and experience with student information systems, and spreadsheet, database, word-processing, and presentation software.
- Demonstrated ability to construct and manage building scheduling concepts and processes.
- Strong organizational; and management skills in meeting deadlines for projects and applications.
- Excellent work, communication and interpersonal skills

**REPORTS TO**

Director of Technology

**JOB GOAL(S)**

- To assist in entering Master and Student Schedules into PowerSchool for the middle schools.
- To assist in providing comprehensive student administrative data and compilation of middle school reports.

**PRIMARY RESPONSIBILITIES**

1. Assist in building and maintain middle school master schedules.
2. Prepare standardized testing schedule and materials.
3. Train/assist guidance counselors and other staff in computer use.
4. Updates and maintains all data files for middle school student management software applications.
5. Input and maintain student interim/discipline information database.
6. Assists middle schools with maintaining student attendance data.
7. Generate absence/tardy reports for building principal.
7. Maintains accurate class enrollment data.
8. Organize and develop activities/club/study period for building.
8. Maintains student academic progress for middle school students.
9. Input and generate student report cards, honor rolls and grade reports.

*Job Description*

*Title: Data Entry Manager – Middle School*

*Page 2 of 2*

- 10.** Assist with coverage for main office when necessary.
- 11.** Other duties assigned by the Director of Technology or building administrator.

**TERMS OF EMPLOYMENT**

12 Months

Salary as per SOMEA Agreement

---

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** October 4, 1999

**Revised:** February 29, 2024

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**  
525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**Data Entry Manager – District Based**

**MINIMUM  
QUALIFICATIONS**

- College Graduate preferred
- Coursework and experience with Student Information Systems (PowerSchool, Genesis, Infinite Campus, etc), Excel, Access, PowerPoint and data reporting tools.
- Demonstrated ability with survey production and management
- Strong organizational; and management skills in meeting deadlines for projects.
- Excellent work, communication and interpersonal skills

**REPORTS TO**

Director of Technology

**JOB GOAL(S)**

- To assist the Information Systems Manager with comprehensive student administrative data, management operations on the District level and compilation of district wide reports.
- To assist the district in the management of assessment data.
- To assist the district with the construction, scanning and analysis of District surveys.
- To assist the district with the support of various data systems utilized in support of district initiatives.

**PRIMARY RESPONSIBILITIES**

1. Updates and maintains all data files for District student management.
2. Completes various monthly reports for the District.
3. Provides necessary reports for teachers and administrators, district wide.
4. Provides district wide training in use of the district's Student Information System and other data management software including updating/creating training materials and updating SOP manuals.
5. Serve as an intermediary between the Technology Department and Registration to facilitate the successful enrollment and withdrawal of students throughout the district.
6. Works with the Information Systems Manager, principals, and Technology Department in the reorganization/refinement of all daily computer-assisted operations for grades K-12.

*Job Description*

*Title: Data Entry Manager – District Based*

*Page 2 of 2*

- 7.** Maintains the integrity of the District databases through troubleshooting with schools, departments and central office. Also, provides technical assistance to school personnel on issues regarding the district Student Information System.
- 8.** Manages the Notification of Placement process (NOP) for student placement.
- 9.** Works with key stakeholders to support the data needs of the Intentional Integration Initiative (III) team.
- 10.** Works with the Information Systems Manager on the tabulation, analysis and presentation of District reports.
- 11.** Works with the Information Systems Manager to maintain various state reporting databases (ex. NJSMART).
- 12.** Keeps skills current with respect to all upgrades of hardware and software applications.
- 13.** Other duties as assigned by the Director of Technology.

**TERMS OF EMPLOYMENT**

12 Months

Salary as per SOMEA Agreement

---

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Date Developed:** July 2006

**Initial Approval:** August 14, 2006

**Revised:** February 29, 2024