



Job Description

West Windsor-Plainsboro Regional School District

Job Title: Program Analyst
Department: Technology
Report To: Director of Technology
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: 16 November 2021

Position Summary: Performs research and analysis activities in support of district's planning, policy development and reporting requirements. Based on research and analysis activities, develops recommendations in the areas of district policy and short and long range planning.

Qualifications: Bachelor's degree in social science, computer science or related field; one to two years' related experience and/or training or equivalent combination of education and experience may be substituted. Superior analytical skills required.

Essential Duties: The program analyst has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements and policies, with all of which they are expected to be familiar.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Using available models, develop annual and long-term enrollment projections and evaluate impact of those projections on current district configuration.
- Discuss model-driven enrollment projections with building principals and other management officials to determine validity when compared with actual events and/or factors that affect enrollment growth.
- Perform research and analysis activities on issues involving pupil personnel services, with emphasis on policy issues emanating from special services, guidance, athletics and health and fitness.
- Analyze data gathered, develop information, and consider available solutions or alternate methods of proceeding.
- Prepare written policy recommendations based on results of research and analysis.

- Develop formal presentation materials that effectively articulate results of research and analysis activities.
- Maintain knowledge of current trends and developments in the field of public school education and the impact of current proposed legislation, policies and regulations on public school education and on district operations.
- Prepare periodic reports, as required, by the district, school board or external organization; and respond to requests for information. Conduct necessary research to ensure accurate and informed response.
- Provide technical assistance and guidance related to management policies and practices to improve program operation.
- Support the SASI system in all district schools.
- Perform all other duties that may be assigned by the MIS manager and the director of technology.

TECHNOLOGY SKILLS

Expert knowledge of software development, database management, spreadsheets, and technical presentation applications required, in addition to various business software applications to include, but not limited to: word processing, graphics and presentation software and Internet research and communication.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT


New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 11/16/2021

Certified by: 
Director of Human Resources

