



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Administrative Analyst
Department: Technology
Report To: Director of Technology
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: May 23, 2023

Position Summary: The Administrative Analyst performs professional-level duties in one or more internal support areas; compiles and analyzes data; participates in design and implementation of systems and procedures or other assignments supporting the mission of the organization. Works closely with all members of the technology department to clarify organizational priorities and ensure efficient resolution of tasks.

Qualifications: A Bachelor's Degree from an accredited college or university. To perform this job successfully, an individual must have strong technological and communication skills and the ability to prioritize work with minimal supervision. Demonstrates experience with independent projects and tasks.

Knowledge of:

- Principles and practices of statistical analysis.
- Research techniques, methods, and procedures.
- Applicable Federal, State, and local laws and regulations.
- Methods of reporting information.

Skill in:

- Providing customer service, including dealing with people in sensitive situations and problem resolution.
- Making presentations and conducting meetings.
- Efficient utilization of technology applications, and software including but not limited to Google applications, Genesis (all modules), Systems 3000, and others.

Ability to:

- Interpret and apply rules, regulations, laws, ordinances, and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with employees, the general public and others contacted in the course of work.

- Meet multiple deadlines.

Essential Duties and Responsibilities:

- Participate in the efficient workflow of the technology department.
- Aid the Technology Administration by analyzing and coordinating projects as necessary.
- Complete required state and governmental reports; supporting all departments as needed.
- Facilitates technology application and data integration.
- Possess a thorough understanding of database software programs.
- Maintain accurate data and systems.
- Perform other tasks and assume such other responsibilities as the Director and Assistant Director may assign or delegate.

Central Office Administration/Building Principals

- Work with all administrative assistants, all members of the department and staff at the board office.
- Work collaboratively with the superintendent, assistant superintendents, principals, and directors.

Other Administrative

- Respond to inquiries and requests for information from employees and perform research necessary to provide an accurate and informed response.
- Prepare correspondence and answer inquiries regarding data applications and systems.

Additional Responsibilities

- Study management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures.
- Identify administrative needs and develop appropriate solutions or recommendations.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, personnel database software, Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

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

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. 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 through an interactive process of determining essential duty task completion options.

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: 5/24/2023

CERTIFIED BY: 
Director of Human Resources

