



Extra Curricular Posting

NJSmart Data management Specialist

REQUIREMENTS:

1. Experience that is directly related to the duties and responsibilities specified.
2. Strong communication and interpersonal skills.
3. Skill in organizing resources and establishing priorities.
4. Knowledge of the rules, regulations, and laws regarding student records.
5. Ability to maintain confidentiality of records and information.
6. Ability to communicate effectively orally and in writing
7. Ability to gather and analyze statistical data and generate reports.
8. Ability to follow up, good with details, ability to deal with many issues concurrently.
9. Computer literacy.
10. Performance responsibilities as per job description.

TIMEFRAME:

July 1, 2017 through June 30, 2018

SALARY:

Negotiable

APPLY TO:

Dr. John Bormann, Superintendent
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