

River Edge Public Schools

410 Bogert Road
River Edge, NJ 07661

The River Edge Elementary School District (K-6) is seeking to fill the following position:

District Data Coordinator

(12 Month Position)

Job Goals: To assure the River Edge School District completes all NJ SMART requirements State Reporting and /or other significant related reporting submissions. Coordinate student information for a variety of increasing district databases. Coordinate and update *Genesis* student management system and all confidential student information. Provide assistance to main office secretary(s).

Requirements:

- Tech savvy individual, proficient in use of Microsoft Word and Excel.
- Detail oriented
- Knowledge of *Genesis* student data base software
- Experience with NJ SMART preferred
- Excellent interpersonal skills and ability to multitask
- Elementary School experience beneficial

Send letter of interest and resume to:

Dr. Tova Ben-Dov, Superintendent of Schools
River Edge Board of Education
410 Bogert Road
River Edge, NJ 07661
OR email: judgek@riveredgeschools.org

POSITION AVAILABLE: March 1, 2019

Application Deadline: January 30, 2019

Affirmative Action

E.O.E.