TITLE: **School District Data Manager**

<u>**JOB DESCRIPTION**</u>**:**

The Data Manager's role is to install, monitor, and maintain student demographic, student assessment, staff demographic and other educational databases currently being used by the district while ensuring high levels of data availability and accuracy. This individual is also responsible for developing, implementing, and overseeing database policies and procedures to ensure the integrity and availability of the databases as well as protect the district from FERPA and HIPAA violations. The Data Manager will provide training to staff in proper database use as new policies and features are released. The Data Manager will serve as the primary liaison with RIDE and provide to RIDE accurate data from the district as required.

<u>**MINIMUM QUALIFICATIONS**</u>**:**

College diploma or university degree in the field of computer science and/or 5 years equivalent work experience in the student/educational data field.
Strong understanding of database structures, theories, principles, and practices.
Working technical experience with how database servers function.
Hands-on database tuning and troubleshooting experience.
Experience and understanding with SQL queries and creating SQL queries.
Experience with data processing flowcharting techniques as applied to the K – 12 public educational systems.
Practical knowledge of database interoperability.
Good understanding of K – 12 educational database applications including Student Information Systems (SIS), student assessment databases, etc.
Strong background in the training of non-technical staff in properly accessing and inputting data into the district's databases.
Experience with providing student data to RIDE preferred.
Knowledge of applicable data privacy practices and laws. (HIPAA and FERPA)
Previous experience with Power School SIS preferred.

<u>**OTHER DESIRED QUALIFICATIONS**</u>**:**

- Good written and oral communication skills.
- Strong technical documentation skills.
- Good interpersonal skills.
- Ability to conduct research into database issues, standards, and products as required.
- Ability to present ideas in user-friendly language.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.

- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong customer service orientation.
- Self-directed learner.
- Experience working in a team-oriented, collaborative environment.

DUTIES AND RESPONSIBILITIES:

- Assess and develop long-term strategic goals for all of the district's databases in conjunction with the Director of Technology.
- Work with application development staff from Power School (SIS), Alert Now, AESOP, NWEA, RIDE and other district database providers to develop database architectures, standards, interoperability and quality assurance policies and procedures.
- Design and implement redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.
- Develop data policies with the Director of Technology and other district administrators to protect the district's databases from misuse and intrusion.
- Conduct research and make recommendations to the Director of Technology on database products, services, protocols, and standards in support of procurement and development efforts.
- Maintain the accuracy and integrity of the district's databases.
- Provide accurate district data to RIDE as currently required using existing processes (ERIDE) and new processes (ADT) being developed by RIDE for district implementation.
- Provide accurate district data to RIDE in areas that are presently under development by RIDE for near future district implementation (Race to the Top Data).
- Train end users, including secretaries, teachers, principals and other administrators on inputting data and properly accessing data from the databases being used by the district.
- Develop documentation to use in the training of district personnel on database use.
- Create models for new database development and/or changes to existing ones under the direction of the Technology Director.
- Respond to and resolve database access and performance issues with District Technicians.
- Populate data into appropriate databases as necessary.
- Update data in district databases as necessary.
- Monitor, and optimize physical data storage for database systems.
- Plan and coordinate with District Technicians data migrations between systems.
- Develop and implement testing processes for modifications to databases.
- Create, or support the creation of, reports to easily access data in response to District Administrators.
- Perform database security audits.
- Establish appropriate end-user database access control levels under the direction of Director of Technology.
- Develop routines for end users to facilitate best practices of database use.
- Ability to sit for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse and to handle other computer components.

- Ability to Lift and transport moderately heavy objects, such as computers and peripherals.
- Running training sessions to a wide audience of learners in both group and one-to-one situations.

<u>TERMS OF EMPLOYMENT</u>:

52 weeks per year. Reports to Administrator or Administrator's designee.