Database & Online Systems Specialist

Primary Function

To support the use of data within the district by designing, maintaining, and integrating databases. To design and maintain the district website and other electronic communication.

Organizational Relationships

Reports to the Director of Technology and Media Services

Qualifications

- Bachelors Degree, and related experience with computers and database management.
- Working knowledge of Mac and Windows operating systems, client and server applications.
- Experience with Power School, Inform, IWAS and SIS preferred.
- Fluent in use of Microsoft Office including Excel, Word, and Access.
- Knowledge of database and web development.
- Ability to collaborate with others and work on a team.
- Adherence to District policies pertaining to the maintenance of a variety of computer and electronic equipment and acceptable use policies.
- Strong communication and interpersonal skills.
- Proficient skill in English composition, grammar and spelling.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to handle staff and student information with confidentiality.

Performance Responsibilities

1. Set up, install, troubleshoot, and perform maintenance on district databases, website and other applications
2. Diagnose and correct simple problems with software, and databases; coordinate complex problems with other members of the Department of Technology and Media Services and outside contractors
3. Manage and coordinate the District and State Student Information Systems (Power School)
4. Prepare data for State reports, including preparation of testing materials and information
5. Facilitate delivery of all student communications (mailings, lists, phone lists) and oversee emergency notification system
6. Maintain up-to-date contact information for students/faculty
7. Maintain integration of all databases
8. Design and maintain data security
9. Develop scripts, layouts, and reports
10. Troubleshoot database problems
11. Train users to effectively use the databases, update website, and other applications
12. Develop and maintain the District website
13. Develop new specialized departmental database systems as needs arise
14. Performs such individual assignments as the Director of Technology and Media Services may direct

Terms of Employment

    260 work days. Salary and work year established by the Board of Education and the Support Council Agreement. $27.00/hour (annual $52,650)

Evaluation

    Performance will be evaluated in accordance with the Support Council Agreement.

Seniority category: Technology

3/2014