

**Job Title:** DATABASE MANAGER  
**Reports to:** Director, Technology  
**Dept./School:** Technology  
**Wage/Hour Status:** Exempt  
**Date Revised:** September 20, 2021

### **Primary Purpose**

Assist the district staff and departments to organize and manage all elements related to the Assessment Program. This includes data management for analysis software and file uploads and downloads to all products used by the school district.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor of Arts/Science Degree

### **Special Knowledge/Skills**

Knowledge of Database functions/Specializing in Skyward software (SIS)  
Proficient Use of Microsoft Office Application Products (Outlook, Word, Excel, Access)  
Other pc skills required to install and set up specific MIS software

### **Experience**

Strong computer and technology background

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Database Management**

1. Manage Student Information System (SIS) in the functions such as extracting exported data to 3rd party vendors, create API connectivity, monitor and set up SFTP protocols for SIS exports.
2. Manage database uploads for instructional and assessment software and internal based programs (Destiny, Renaissance, DMAC, Lifetouch, Houghton Mifflin, Canvas, etc.)
3. Provide technical assistance and training for campuses for student and staff log in for multiple systems (i.e. Canvas, GSMU, Skylert, etc.)

### **Student Information Systems (SIS)**

4. Conduct district training for use of functions of Student Information System (SIS passwords when requested by staff)
5. Assist in training campus administrators, counselors, and data entry clerks as needed (i.e. 3rd party software).
6. Coordinate and work with C & I 3rd party new applications access and data uploads.
7. Coordinate other student information that go to teachers, administrators with established data export vendors. (i.e. Medixsoft)
8. Prepare archiving of records for retention on 3rd party servers and roll over data. (Destiny, Renaissance, etc.).

**Other**

- 9. Perform other duties assigned by supervisor.
- 10. Maintain confidentiality of information.

**EQUIPMENT USED**

Computers, printers, scanners, projection devices

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work frequent prolonged and irregular hours. Frequent district wide and intra-state travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_