



City of St. Charles School District

DATABASE ADMINISTRATOR

Reports to: Director of Technology
Classification: Classified
FLSA Status: Non-Exempt
Terms of Employment: 254 days which shall include 8 paid holidays according to Board Policy
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

Provides software and technical support for all Student information systems. Provides technical training to end users of the software.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Intermediate knowledge of software (program troubleshooting, Internet browser configuration, etc.)
- Intermediate Account Management skills (Account creation, deletion, security assignment, share configuration)
- Intermediate technical support and assistance for teachers and staff.
- Maintain up-to-date knowledge of student information system.
- Develop and maintain user documentation.
- Provide training to teachers, support staff, and administrators.
- Handles textbook and Clever integrations.
- Recommend modifications that will enhance operating and development activities.
- Assist Senior Database Administrator with the accurate and timely collection and conveyance of federal, state, and local data.
- Assist with the collection, validation, and accurate reporting of state data required by the U.S. Department of Education (DoE), the state Department of Elementary and Secondary Education (DESE), and district administration. Support accurate and complete data collection among faculty and staff across multiple departments.
- Analyze existing program logic to determine the best method of accomplishing required changes or correcting program malfunctions.
- Liaison with other district departments to develop data and reporting requirements.

- Alert of opportunities within applications that would be beneficial to the operation or best practices of the district.
- Provide support to other district staff as required.
- Provide assistance with DESE state reporting requirements.
- Regular attendance required providing network support to the district.
- Independent travel to work sites within the district required.
- Ability to interact effectively with all levels of the organization.
- Review and interpret printed reports and standard technical manuals to obtain information necessary for decision-making, planning and management in assigned area(s).
- Prepare and maintain written reports.
- Communicate with departmental staff concerning proper procedures necessary for the department efficiently.
- Responsible for processing purchase orders.
- Perform other related duties as assigned.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High school diploma required, college experience preferred.
- Working knowledge of Microsoft Windows.
- Three - Five years of school district experience desirable.
- Knowledge of application software.
- Knowledge of Google Apps for Education
- Advanced knowledge of personal computers.
- Working knowledge of database software.

COMMUNICATION SKILLS:

- Ability to write reports and correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference consistent with the duties of this position.

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.
- Ability to promote harmonious working relationships with staff and students.
- Possesses excellent oral and written communication skills and interpersonal relationship skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Database Administrator
SY 2012-2013
Revised SY 2014-2015
Revised SY 2022-2023
Revised SY 2023-2024
Revised SY 2024-2025