



City of St. Charles School District

SENIOR 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.
- Advanced knowledge of software (program troubleshooting, Internet browser configuration, etc.)
- Design, implement, and maintain custom reports and other reporting tools that assist staff and administrators with data analysis, visualization, data collection, and data organization.
- Work closely with staff across the district in order to determine user needs, data requirements, and analyses that inform District decisions and facilitate student development.
- Use SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS), and other tools to assist with data analysis, visualization, collection, and organization. Create complex SQL scripts that allow District staff to update and manipulate data according to current needs.
- Facilitate the set-up, planning, customization, and annual roll over of data systems.
- Create and maintain access for approved users and manage security resources.
- Serve as the primary contact between the District and software providers.
- Coordinate the accurate and timely collection and conveyance of federal, state, and local data.

- Manage 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.
- Stay current on changes to state reporting regulations and collaborate with key personnel in order to produce reports and ensure compliance with all reporting requirements.
- Develop and maintain user documentation.
- Maintain and configure all aspects of Student Information System.
- Recommend modifications that will enhance operating and development activities.
- Analyze production or testing problems to determine whether they are caused by systems software malfunctions and make or expedite corrections where required.
- 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.
- 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.
- 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.
- 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.

Senior Database Administrator
SY 2023-2024