Crescent School

Founded in 1913, Crescent is an independent school for boys from grades 3 - 12, located on a park-like 30 acre campus in midtown Toronto. Our students are encouraged to strive for excellence, and to develop their talents in the areas of academics, arts and athletics. Faculty and staff alike model Crescent's core values of respect, responsibility, compassion and honesty as we foster the development of our graduates to men of character from boys of promise.

Crescent School invites applications for the following position:

Data Systems Manager

Summary

Reporting to the Director of Information Technology, the Data Systems Manager will be responsible for the management and data quality of all integrated database systems used by the School, whether hosted locally or in the cloud. As a member of the Information Technology team, he/she will serve as the subject matter expert on database optimization, security, capacity planning, and data flow to/from other systems and provide guidance and consultation to users in other departments (Academics, Advancement, Enrolment).

Key Responsibilities:

Database Integrity and Protection

- Researches, tests, and coordinates patches and upgrades to database servers and systems
- Ensures best practices for backup and recovery of databases
- Keeps informed of emerging threats to data security and recommends strategies to mitigate vulnerabilities
- Monitors database server health and performance

Data Quality, Analytics and Reporting

- Provides expertise in the development of customized reports and dashboards to provide enhanced insights to other users in the School
- As a data expert, trains, coordinates and supports data owners and departmental database users to ensure accuracy, validity, and security of data entering and leaving integrated database systems
- Prepares the electronic data submissions to Ontario Ministry of Education and Ontario University Application Centre
- Resolves Help Desk tickets related to database systems and works with software vendors and suppliers to resolve issues

Integration and Development

- Oversees the continued interconnection and integration of all database systems to ensure consistency, single-instance storage, and automation of data flows
- Develops and maintains responsively-coded applications for teacher coverage requirements, parent teacher interview scheduling, course selection etc.

System Architecture and Planning

- Participates in planning the next generation of integrated data systems (migration to cloud-based SaaS where possible) and provides advice on future infrastructure needs for database systems

The successful candidate will have:

- A university degree in computer science or related field coupled with at least 5 years' related experience
- Experience with the Blackbaud Edge Suite and familiarity with the Blackbaud NetCommunity; OnSuite, SQL, Crystal Reports, MS Access and Excel; MS Windows Server 2008 or later
- Programming experience including .Net platform (preferred); Javascript; responsive web programming (Bootstrap); Visual Basic for Applications
- Experience with Ministry data requirements (ONSIS, OUAC, OSSLT) a definite asset
- Experience with Google Apps management (GSuite for Education); Google Apps Scripts
- The ability to communicate with courage and respect and take ownership of work
- The desire to become a supportive and engaged community member who contributes to the School's positive and progressive culture
- The ability to build authentic relationships and mentor and model integrity, honesty and trust
- A growth mindset with good professional judgment
- A sense of joy

Crescent School offers an excellent working environment and a competitive compensation and benefits package. If you exude passion, creativity, commitment, courage and fun, you will make an impact here! Please apply online at *crescent.simplication.com* by creating a 'Management and Professional' account and uploading your letter of application and resume by **Sunday February 11, 2018.**

Accommodation for job applicants with disabilities is available upon request.

For further information about Crescent School and employment opportunities please visit our website at www.crescentschool.org .
We are actively engaged in building a more diverse school and encourage all qualified applicants to apply. We thank all candidates in advance; only those being offered an interview will be contacted. No phone calls please.