

# Burke's

Burke's is an independent K-8 gender-inclusive all-girls' school located on a 3.5-acre campus in San Francisco and is one of California's leading elementary schools with a 115-year tradition of educational excellence. Our mission is to educate, encourage, and empower girls. The school combines strong academic and co-curricular programs with an emphasis on project-based learning and personal growth in a diverse and inclusive community. Burke's emphasizes the development of fundamental and higher-level critical thinking skills in an atmosphere of creativity, exploration, academic rigor, and joyful learning.

## Data Systems & Integration Manager

Burke's is continuing to evolve its technology environment and seeks a systems thinker with a strong sense of professional interest and curiosity about improving institutional workflows through automation, integrations, and emerging tools, including responsible uses of AI.

This position is ideal for a systems-oriented professional who enjoys working at the intersection of technology, data, and school operations. The role requires both technical depth and the ability to collaborate across departments to ensure that the school's systems work together reliably and securely while supporting teaching, learning, and institutional decision-making.

**Reports to:** Director of Technology

**Status:** Full-Time, 12-Month, Non-Exempt

**Location:** On Campus – San Francisco, CA

**Annual Salary Range:** \$105,000 – \$125,000

**Start Date:** July 1, 2026, or a mutually acceptable alternative date.

### Role Summary

The **Data Systems & Integration Manager** is responsible for the integrity, integration, governance, and operational effectiveness of the school's institutional data systems and their ecosystem.

The role ensures that academic, operational, financial, and advancement systems function cohesively, securely, and efficiently. The position blends system administration, data governance, workflow optimization, reporting, and cross-department collaboration.

Data Systems & Integration Manager operates with significant autonomy and institutional trust, identifying opportunities to improve how the school's systems work together and proactively strengthening data reliability and operational workflows.

Unlike a traditional database administration role, this position is accountable for **institutional data health and system resilience across departments**, not just individual system configuration.

The role also contributes to the school's readiness for emerging technologies, including evaluating how well-governed data, reporting systems, and integrations enable responsible AI adoption.

## **Core Responsibilities**

### **1. Institutional Data Governance & Architecture**

- Maintain a comprehensive understanding of the school's system architecture, a documented map of the school's core platforms and system integrations
- Define and monitor system ownership across departments (policy, content, technical)
- Ensure consistent demographic and contact data flows across institutional systems
- Reduce redundant data storage across platforms where possible
- Maintain documented data governance standards and system workflows
- Conduct periodic data integrity reviews to ensure consistency across systems

### **2. SIS / LMS Administration & Academic Operations Support**

- Administer and maintain the school's Student Information System (SIS) and Learning Management System (LMS)
- Configure system structures supporting scheduling, courses, grading, transcripts, and academic reporting
- Run and validate yearly academic system processes (rollover, scheduling cycles, report card setup)
- Support and train academic divisions' administrators in configuring and maintaining academic data structures
- Provide faculty support during reporting cycles and other SIS-dependent academic workflows
- Maintain system documentation and operational procedures for academic system processes

### **3. System Integration & Data Flow Management**

- Monitor and maintain integrations between core school systems (SIS, admissions, finance, advancement, health, etc.)
- Manage data imports, exports, API connections, and automated integrations
- Identify and reduce manual data entry processes through automation and improved workflows
- Serve as escalation point for cross-system data issues

- Work with vendors to troubleshoot integration defects and improve system interoperability

#### **4. Reporting & Institutional Analytics**

- Develop and maintain reporting structures for Admissions, Academics, Finance, Advancement, and Administration
- Produce custom reports and datasets to support operational and strategic decision-making
- Maintain and update reports annually to reflect structural changes in systems or workflows
- Train staff on accessing and using available reporting tools to support self-service data access

#### **5. Security & Data Risk Management**

- Conduct periodic reviews of system access, permissions, and role-based security
- Monitor third-party integrations for potential data exposure risks
- Support documentation required for cybersecurity insurance and compliance reviews
- Assist with incident response preparation related to system or data risks
- Promote responsible data practices across departments

#### **6. Cross-Department Partnership & Process Improvement**

- Collaborate with Admissions, Academic Divisions, Advancement, Finance, and Operations to improve system workflows
- Analyze administrative processes and recommend technology-enabled improvements
- Facilitate system-related projects and improvements across departments
- Collaborate with the Director of Technology to explore opportunities for improving school workflows through automation, integrations, and emerging technologies.
- Provide targeted system training for new staff and ongoing user skill development
- Promote data literacy and responsible system usage within the school community

## **Required Qualifications**

### **Technical Experience**

- 3+ years administering complex relational data systems
- Experience supporting Student Information Systems (Blackbaud preferred)
- Experience managing data integrations (APIs, exports/imports, connectors)
- Strong spreadsheet and data analysis skills
- Understanding of data governance and information security practices

## Professional Skills

- Strong analytical and problem-solving ability
- Ability to communicate technical concepts clearly to non-technical audiences
- Experience supporting operational workflows in school-based systems
- Excellent organizational and documentation skills
- Ability to manage multiple priorities and deadlines

## Preferred Qualifications

- Prior experience working in an independent school environment
- Deep experience with Blackbaud or comparable SIS platforms
- Experience with system integrations, reporting platforms, data governance processes
- Familiarity with educational technology ecosystems
- Experience supporting cross-department operational workflows
- Familiarity with emerging AI tools and their potential application in educational or operational workflows.

## Behavioral Expectations

**This position requires a proactive and ownership-oriented approach** to institutional data and system architecture. Successful candidates demonstrate:

- **Systems Ownership**

The Data Systems & Integration Manager takes responsibility for the reliability and integrity of institutional systems within their domain. When issues arise involving system integrations, reporting structures, or data consistency, the role leads investigation and resolution rather than waiting for direction.

- **Data Governance Initiative**

The Data Systems & Integration Manager actively monitors institutional systems and data practices to identify risks, inconsistencies, and opportunities for improvement.

Examples may include:

- conducting data integrity audits
- improving system integrations
- reducing redundant data processes
- improving reporting structures
- documenting system architecture and workflows

- **Systems Thinking**

This role requires the ability to view the school's technology environment as an interconnected system rather than a collection of individual tools.

The Data Systems & Integration Manager considers how changes in one system affect others and works to maintain consistency and reliability across the school's technology ecosystem.

- **Collaboration**

The Data Systems & Integration Manager works closely with departments across the school to ensure that institutional systems support operational needs effectively.

This includes collaborating with:

- admissions
- academic divisions
- advancement
- operations
- the Technology team

to understand workflows and design system improvements that support the school community.

## **Indicators of Success in the Role**

Successful Data Systems & Integration Managers at Burke's demonstrate strong stewardship of the school's institutional data ecosystem and ensure that systems operate reliably and cohesively across departments.

- consistent and reliable integration between institutional systems such as the SIS, LMS, admissions, and operational platforms
- improved data integrity across systems through regular audits and governance practices
- a clearly documented system architecture and integration map that supports troubleshooting and institutional knowledge
- reporting structures that provide useful and reliable data for academic and operational decision-making
- reduction of manual data processes through improved integrations, automation and workflow improvements
- strong collaboration with departments to ensure systems support operational needs

These outcomes reflect the role's central objective: ensuring that Burke's technology systems function as a reliable and well-integrated institutional data environment.

## Compensation & Benefits

Burke's offers competitive compensation based on prior experience and position requirements. Comprehensive benefits are provided. More information about the school can be found on the website at [burkes.org](http://burkes.org).

## Equal Opportunity Statement

Burke's is an equal opportunity employer and makes employment decisions on the basis of merit. School policy prohibits unlawful discrimination based on race, color, age, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions), genetic information, physical or mental disability, medical condition, citizenship status, sexual orientation, gender identity, gender expression, marital status, military or veteran status, or any other consideration made unlawful by federal, state, or local laws.

## Commitment to Inclusive Hiring

Burke's is committed to building a diverse and inclusive community. We strongly encourage applications from candidates of color, LGBTQIA+ individuals, and people from communities historically underrepresented in independent schools and the technology profession.

## Apply

Interested candidates may apply by submitting a cover letter, résumé, and references through: [burkes.workable.com](http://burkes.workable.com)

No telephone calls, please. Burke's does not sponsor employment visas. Authorization to work in the United States is a precondition of employment.