

Thaden School Data Systems Manager

In July 2015, the Walton Family Foundation announced the appointment of [Clayton Marsh](#), former Deputy Dean of the College at Princeton University, to serve as the founding head of a new independent school in Bentonville, Arkansas. Named in honor of Louise Thaden, a pioneering aviator who was born and raised in Bentonville, the school opened in the fall of 2017 will grow incrementally over the next few years to serve approximately 550-650 students in grades 6-12. The school now seeks a Data Systems Manager. Reporting to the Director of Technology and working closely with the academic Division Heads, the Data Systems Manager will be responsible for the performance, integrity, and security of all Thaden School databases. The Data Systems Manager is charged with curating academic records, constructing student schedules, and supporting the information needs of the entire school community.

Primary Responsibilities

The Data Systems Manager will insure that:

- Data remains consistent across all school databases
- Data is clearly defined
- Users access data concurrently, in a form that suits their needs
- There is provision for data security and recovery control (all data is retrievable in an emergency)

Their responsibilities include, but are not limited to, the following:

- Understanding the needs of the Thaden community and working collaboratively to establish consistent procedures and data standards
- Assessing the integrity of the existing databases
- Leading any database migrations between platforms or versions
- Collaboratively working with the IT team to ensure the security, safety and consistency of all databases
- Managing access permissions and privileges
- Developing, managing and testing backup and recovery plans
- Oversee the enrollment and registration of all students in Blackbaud
- Working with the Division Heads to maintain all student information including, but not limited to, attendance records, registration forms, schedules, rosters, transcripts, course requests, and other materials
- Overseeing the student information system
- Supporting all administrative data reporting needs
- Creating and managing all student schedules as well as the master schedule
- Working with Director of Admissions to create and maintain incoming student information
- Supporting College Counseling in matters of academic advising, transcripts, and other student records
- Other duties as assigned by the Director of Technology

Experience and Qualifications

- 5 years of experience managing databases
- Experience building master academic schedules, student schedules, and transcripts
- Substantial project and team management experience
- Experience with Blackbaud or other Student Information Systems
- Working knowledge of other academic data systems such as Naviance, SNAP, and others
- Excellent communication, teamwork and collaboration skills
- Deep knowledge of relational database structure and functionality
- Ability to work independently with minimal supervision
- Strong problem-solving and analytical skills
- Expertise in multiple database types and principles of database design
- Flexibility and adaptability
- Excellent organizational skills
- Ability to adhere to tight deadlines under pressure
- Ability to create and maintain strong working relationships with faculty and staff
- Criminal background check and clearance required

Applications

Applications should include a resume and cover letter that addresses salary requirements, if any. Applications must be submitted to careers@thadenschool.org by July 12 for full consideration. The start date is negotiable but must be no later than August 12, 2019.

Thaden is an equal-opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation.

About the School and the Region

A non-sectarian independent school under the direction of its own board, [Thaden School](#) offers a challenging and innovative educational program that ignites in its students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose and responsible global citizenship. At the core of the school's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The school's indexed tuition program further supports the creation of a balanced learning community where many perspectives, talents, and interests come together.

Located on a 30-acre campus in downtown Bentonville's emerging Arts and Market District, the school is walking distance from the town square, Brightwater Culinary Institute, the future site of Crystal Bridges' center for contemporary arts, and a variety of other educational resources. With the support of the Walton Family Foundation's Design Excellence Program, the school has engaged a nationally renowned team of architects to design an enduring and innovative campus that will spark

curiosity, inspire creativity, and invite reflection. The design and construction of the campus will be complete before the school commences its third academic year in the fall of 2019. During its first two academic years (beginning in the fall of 2017), Thaden School operating in a combination of temporary and permanent structures located on a 5-acre portion of its campus.

The school serves students from all parts of the growing and diverse region of Northwest Arkansas, which also includes Rogers, Springdale, Fayetteville, and a number of other townships. With more than 500,000 residents, the region combines a thriving economy with the natural beauty of the Ozarks and a rich variety of cultural and recreational amenities such as the [Crystal Bridges Museum of American Art](#), the [Razorback Regional Greenway Trail System](#), the [Scott Family Amazeum](#), and the [Bentonville Film Festival](#). Northwest Arkansas is also home to the world headquarters of three Fortune 500 companies (Walmart, Tyson Foods, and J.B. Hunt) as well as the [University of Arkansas](#), the flagship campus of the state's higher education system. For more information about the region and its resources, see the website for the [Northwest Arkansas Council](#).

Please visit the Thaden [website](#) for detailed information regarding its mission, leadership and faculty, educational programs, indexed tuition program, and campus plan as well as recent news releases.