Job Announcement

Position: Data Systems Manager
Reports to: Director of Information Technology
Status: Full-time, Non-Exempt, start date July 1, 2019

Located in the Presidio of San Francisco, The Bay School is an independent, college preparatory high school committed to providing its students with a challenging, innovative curriculum and a collaborative, supportive community. Our flexible, open-minded staff and faculty members foster and model curiosity, critical thinking, intentionality, good humor, and respect for diversity. As co-builders of an innovative high school, they contribute to a positive community. Our campus also serves as headquarters for the CATDC (California Teacher Development Collaborative).

The Bay School does not discriminate on the basis of sogie (sexual orientation/gender identity expression), race, color, religion, ethnicity, national origin, ancestry, age, or any other characteristic protected by law. We are committed to having a faculty, staff, and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation, and student-centered education to apply.

The Data Systems Manager works closely with the Director of Information Technology to maintain and support the integrity of all data for the Academic and Administrative Departments. This person will be responsible for data integrity, security and flow of data between systems. This position requires close attention to detail and self-reliance. The Data Systems Manager will serve as backup to some functions of the Registrar and will be responsible for supporting the SIS, LMS and Report Card systems when necessary.   In support of Bay's mission, the Data System Manager will demonstrate a commitment to diversity and equity.

Responsibilities

Data Management
- Analyze all data systems and create policies for effective data management/security
- Enhance and develop data management processes and protocols to maximize accuracy and efficiency
- Write, update and maintain documentation outlining data input standards and best practice
- Create and maintain a cycle/calendar by season to document regular data transfers
- Create/update data flow diagrams that map out the flow of information for any process or system
- Maintain effective relationships within Bay departments to ensure that information flows to/from/within the school in a timely manner
- Extract data and create reports when necessary
- Prepare import/export files for multiple systems (SIS, LMS, Report Card, Folio, Transcripts, etc.) when needed

<u>LMS and Report Card System</u>
- Prepare import files for LMS system and check for accuracy
- Act as main point of contact for Canvas courses and enrollment support issues
- Prepare bulk export/import into SIS system (Blackbaud)

<u>Other</u>
- Collaborate with all members of the community in a professional manner
- Handle sensitive and confidential material with integrity

The ideal candidate possesses:

- Bachelor's Degree in Technology, related field or equivalent job experience
- 2+ years of experience in student information systems or related database management software required, with a preference for experience in <u>Blackbaud</u>
- Experience with school registrar work preferred but not required
- Intermediate to high-intermediate user of MS Excel and understanding of scripts and data import/export files
- Working knowledge of Google suite, Microsoft Suite, Canvas (LMS), and <u>Blackbaud</u> products
- Fluency with the management of complex data
- Able to handle sensitive and confidential material with integrity
- Exceptionally high level of attention to detail
- Willingness and ability to learn new applications
- Proven ability to work independently within tight deadlines and strong time-management, project management, & organizational skills
- Familiarity with/experience in independent schools
- Excellent communication and collaboration skills and ability to interact with a range of constituents (parents, faculty, students, and school leadership)

The school offers a salary commensurate with experience and a generous benefits package.
If interested in the position, please review our website, then email all of the items below to Perla Rodriguez, Director of Information Technology: jobs@bayschoolsf.org, subject line: Data Systems Manager

1) Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School
2) Resume/C.V.
3) Contact list of 3 references, at least one of whom must be a recent supervisor