

Data Systems Manager

Organizational Summary:

Tampa Preparatory School is the premier private school in the Tampa Bay area for students in grades 6 – 12. Our focus on what's best for students means we pay attention to adolescent development. Our rich academic tradition, along with a commitment to arts, athletics and a focus on producing well-rounded citizens, has made Tampa Prep one of the best schools in Tampa for 40 years. Our educational philosophy instills values of fairness, decency, honor, diligence and academic curiosity. The School stresses the development of self-confidence, a sense of worth and the importance of having fun in the pursuit of one's goals.

Position Overview:

Tampa Preparatory School is seeking a Data Systems Manager, a twelve-month, full-time position reporting to the Director of Technology.

Primary Responsibilities:

The Data Systems Manager's responsibilities include, but are not limited to, the following:

- Providing for data security and recovery control (ensuring that all data is retrievable in an emergency)
- Leading any database migrations between platforms or versions
- Serving as database question/support liaison for parents, students, faculty, and staff
- Managing access permissions and privileges
- Overseeing the student information system, learning management system, Google suite, etc.
- Supporting administrative data reporting needs
- Researching and deploying data integration solutions to support business goals
- Effectively utilizing business applications such as word processing, spreadsheets, or other software programs to capture, retrieve, calculate and report data
- Using quantitative analysis tools to analyze and draw conclusions from data
- Providing database training and support both informally and formally
- Documenting and maintaining procedures, workflows, processes, and complex functions
- Providing guidance on future systems and integrations
- Ensuring single sign-on systems are working properly and are maintained
- Assisting with end user administrative activities such as user creation and security group assignments
- Other duties as assigned by the Director of Technology

Experience and Qualifications

- Bachelor's degree in Information systems or Systems Analysis from an accredited college or university preferred
- Ability to create and maintain strong working relationships with faculty/staff and other stakeholders
- Experience working with an enterprise level database - student information system is preferred (knowledge of Blackbaud and/or Senior Systems is a plus)
- Demonstrated ability to learn new technologies rapidly and an enthusiasm for doing so
- Familiarity with database design, SQL and APIs is a plus
- Strong analytical skills and ability to synthesize complex material, generate insights, and translate that information in a concise manner
- Understanding of “big data” concepts as it relates to multiple applications
- Experience managing data flows, process, reporting, and project management
- Ability to plan, organize, develop, and communicate improvements in process and flows
- Understanding of SQL scripting for industry standard databases
- Knowledge of Single Sign On via SAML
- Application knowledge preferred (and not limited to): Senior Systems, Magnus Health, Blackbaud and Google Apps for Education
- Experience working in a school environment or non-profit organization is a plus

Information for Applicants:

This is a 12-month, full-time, benefit eligible position.

For consideration, please forward cover letter and resume to Kimberly Baggett, Director of Human Resources at employment@tampaprep.org.

Equal Employment Opportunity

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity or matters of individual choice. Tampa Prep does not engage in personnel practices prohibited by Federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.