



## **Job Announcement: Database Coordinator**

**The Bay School of San Francisco**

**Reports to: Dean of Technology**

**F.T.E.:** As negotiated full-time or part-time (exempt)

**Start: July 1, 2018**

*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.*

### **Position Description:**

The Database Manager is responsible for the performance, integrity, maintenance, and security of all school databases and systems. They also are responsible for analyzing and streamlining Bay's data-related processes and data requests, and for the training of end users, both in academic and administrative departments.

### **Essential Responsibilities:**

- Making an initial assessment of Bay's current systems and structures – i.e., updating the inventory of existing databases and programs used at departmental levels, documenting and analyzing the ways in which these systems and programs interact, and making recommendations to improve data flow and integrity;
- Meeting regularly with academic and administrative departments to exchange information, troubleshoot procedures and systems, facilitate cross-departmental understanding, provide just-in-time training, and assist in meeting academic/administrative needs;
- Proactively managing the system user accounts and security to ensure data integrity;
- Creating and maintaining a cycle/calendar by season to document significant, regular, data transfers;

- Assisting administrative and academic departments in creating queries to extract information and generate a variety of report options for the purpose of disseminating information more efficiently and effectively;
- Developing custom forms, reports, or exports using various tools and based on user requirements and goals;
- Troubleshooting and maintaining a report on malfunctions of database systems for the purpose of resolving operational issues and restoring services;
- Overseeing and executing major data projects, including system migrations;
- Collaboratively envisioning Bay's long-term database integration and assessing the school's needs and capacity to meet that integration;
- Performing periodic audits and regular data health checks on existing systems; and
- Staying current in technology trends in schools and information systems, including the security and integrity of school data, and providing suggestions about improvements and upgrades to Bay's Dean of Technology.

**Qualifications of the Ideal Candidate:**

- Bachelor's degree or equivalent education in a related field;
- Two years minimum experience in the IT field, preferably in a school or not-for-profit setting;
- Understanding of the ideal data flow between and among school applications and departments, and the ability to work with colleagues and vendors to troubleshoot and resolve integration issues;
- Understanding of relational database theory and management systems;
- Demonstrated ability to use custom reporting tools;
- Basic understanding of the use of scripts and data importing/exporting to synchronize information between applications;
- Ability to articulate technical information to non-technical audiences;
- Ability to visualize and articulate the big picture as well as to identify and implement the specific steps of a successful action plan;
- Strong organizational, analytical, problem-solving, and troubleshooting skills, including careful attention to detail;
- Ability to coordinate multiple resources and personnel to take projects through to successful completion;
- Ability to respond professionally to technology-related problems and to maintain composure under pressure;
- Experience with Windows and MAC operating systems, Google Suite, Microsoft Office, Blackbaud OnSuite and Raiser's Edge;
- Strong professional skills and dispositions including the ability to take initiative, work both independently and collaboratively, multi-task comfortably, and communicate clearly and effectively, both orally and in writing;
- Strong cultural competency and communication skills to be applied in a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds; and
- the desire to work collaboratively with dedicated colleagues in fulfilling the school's mission.

The school offers a salary commensurate with experience and a generous benefits package. If interested in the position, please review Bay's website, then email all of the items below to Jennifer Cronan Flinn, Dean of Technology at [jobs@bayschoolsf.org](mailto:jobs@bayschoolsf.org), subject line: Database Coordinator Search

- 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