



INNOVATION & TECHNOLOGY TEAM

Position Title:	Database Manager
Position Status:	Full-time
FLSA Classification:	Exempt
Reports To:	Chief Innovation Officer

Position Purpose

The Database Manager (DM) is a member of the Springside Chestnut Hill Academy Innovation & Technology team (IT). The DM will be responsible for data integrity and management of many backend database systems, including Blackbaud, BlackboardConnect, Haiku, etc. This includes serving as the database manager across all offices, working to create, implement, and document data standards. The DM should work well with outside vendors and contractors, be able to lead multiple projects, and understand organizational structure in implementing data integrity and security.

Essential Functions

- Supports the databases and data management in Blackbaud systems (Edge and Core products), all offices and users of Blackbaud and related products (i.e., AlertNow, Web Site, Haiku, and other LMS, etc.).
- Writes, maintains, and enforces all data-related procedures and protocols based on school needs and best practices.
- Supports all offices as needed (Admissions, Business, Communications, Development, Registrar) and provides technical support for all database systems and users.
- Consolidates and/or implements existing or new database projects.
- Produces reports and dashboard analytics as required.
- Works collaboratively with all members of IT, serving in various roles on projects ranging from project lead to project supporter.
- Regularly writes and updates internal knowledge base articles for the IT team, faculty, and staff; publishes videos to YouTube channel and shares out to the community.
- Consistently learns and updates job knowledge by participating in educational opportunities, attending conferences, reading, and maintaining a strong professional learning network.
- Oversees GPAs; double-checks when needed by Cum Laude, College Counseling, etc.
- Works with Lower and Middle School staff to build Registrar's function.
- Tracks student sport selections and shares with Athletic Director and PE Department Chair.
- Tracks Arts credits for Upper School students related to graduation requirements.
- Runs quarterly honor roll.
- Maintains transcripts and provides documents for College Counseling, students, parents, educational facilities as needed.
- Communicates as needed with parents, students, faculty (i.e., "on" support, course changes, etc.).
- Attends staff meetings, open houses, special events, etc., as required.
- Other duties as assigned by supervisor.

Qualifications

- Strong analytical and reasoning skills; must be detail oriented, work well in ad hoc groups, and provide technical support and training as needed.
- Strong communication and team skills to work well with all constituencies of a diverse community.
- Bachelor's degree with demonstrated experience in the educational technology arena.
- Innovative thinker who is able to effectively understand how technology works.
- Strong analytical/technical capabilities and the ability to work through technology difficulties to filter information from employees and students; these are key components to the position.

- Ability to excel in a collaborative, flexible, and fast-paced team environment.
- Ability to work with state-of-the-art technologies.
- Ability to take on new tasks and expand role as opportunities become available.
- Ability to perform multiple tasks while working on multiple projects simultaneously under deadline situations.

Physical Requirements and Work Environment

- Essential functions require maintaining physical condition necessary for activities such as sitting, standing, walking multiple times per day across the school's 62-acre campus, kneeling, crouching, stooping, squatting, and lifting an average of 30 lbs.
- Regularly use close and distance vision.
- Work at desk and computer screen for extended periods of time.
- Work in a traditional climate-controlled environment.

Application Procedures

Interested candidates, please **e-mail** a cover letter, a resume, and contact information for three references to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.