

Database Systems Manager

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1235 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

The Database Systems Manager will provide support and assistance to the Parker Community in their use of Student Information Systems and other databases. In conjunction with the systems vendor, the Database Systems Manager will develop, maintain and update the School's SIS and database systems to in accordance with the needs of the School. The Database Systems Manager will also provide database programming and other systems developments support to all departments.

Essential Duties/Responsibilities:

- Maintain data integrity of the Student Information System (onProducts) and all associated databases
- Assist the Technology Department in providing end user support to the Student Information Systems (onProducts), Financial Accounting Systems (Financial Edge, WebPurchasing), and other database support across all divisions and departments
- Assist school staff with data analysis and data management
- Advise department and division personnel on best practices and processes for maintenance of data integrity
- Collaborate with power-users to establish and maintain proper procedures for data entry, maintenance, and use
- Assist with the training for faculty and staff on the use of the Student Information System and related systems and databases
- Present a professional image as a representative of the School
- Assists with the maintenance of computer and network equipment
- Perform other duties as advised by the Director of Technology

In addition to the duties listed above, Francis Parker School expects the following of each employee: adheres to Francis Parker policies and procedures; works in a safe manner; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates



as far as the mind can see

efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Parker events as required; and completes other duties as assigned.

Qualifications:

- Ability to multi-task in a fast-paced environment and set priorities within time constraints
- In depth knowledge of SQL and relational database
- Knowledge of web programming language and methods; PHP, REST, SOAP, Javascript, Java.
- In depth knowledge of Microsoft Excel, Microsoft Access and Microsoft SQL Server
- In depth knowledge of Linux, MySQL, Apache and other Open Source software packages
- Knowledge of Filemaker Pro
- Functional knowledge of Windows client and server operation system
- Functional knowledge of macOS client operating system
- Functional knowledge of network concepts such as TCP/IP and ethernet
- Knowledge of Blackbaud Financial Edge is a plus
- Knowledge of Blackbaud onProducts Systems is a plus
- Knowledge of Crystal Reports is a plus

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA-CREF retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

A cover letter and resume should be submitted electronically to:

Quoc Vo, Director of Technology

qvo@francisparker.org

Please indicate the position you are applying for in the subject line

www.francisparker.org

Linda Vista Campus	6501 Linda Vista Road	San Diego, CA 92111	858 / 569-7900
Mission Hills Campus	4201 Randolph Street	San Diego, CA 92103	619 / 298-9110