Job Title: Database Manager
FLSA Classification: Exempt
Responsible to: Director of Information Technology
Last Modified: May 2025

Position Summary:
The Haverford School, a premier PreK–12 independent school for Boys, is seeking a skilled and detail-oriented Database Manager to join our dynamic IT team. This individual will play a key role in maintaining, optimizing, and integrating our core database systems, including Veracross (Student Information System) and Canvas (Learning Management System), as well as other educational platforms, to ensure seamless operations across academic and administrative departments. The role also involves training responsibilities to ensure end users are equipped to work effectively within the school's database systems.

The ideal candidate is a collaborative problem-solver who understands the unique data needs of an educational institution and brings a strong background in database system administration and user support. The Database Manager is a full-time, 12-month staff position.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Manage the student information system (SIS), Veracross, ensuring data integrity across all modules in the database and integrated secondary databases/services (including, but not limited to, Finalsite, Canvas, Clever, and Magnus)
- Assist in the research, selection, and implementation of any new database modules and/or systems to facilitate best practices in data integrity and security
- Collaborate with school stakeholders to manage integrations and data sharing among all the school's databases
- Coordinate/monitor regular synchronization of data between various software platforms using APIs, SSO, scripts, imports, and exports.
- Design and generate custom queries, reports, and exports for internal departments
- Oversee user access, permissions, and data governance in compliance with FERPA/COPPA
- Develop and maintain integrations between systems (e.g., Veracross, Canvas, Clever, Google Workspace, etc.)
- Manage rostering, SSO (Single Sign-On), and authentication services
- Coordinate with vendors to ensure seamless API communication and issue resolution
- Troubleshoot and resolve all faculty, staff, and parent SIS-related issues
- Ensure the integrity of the school's database through regular review, verification, and data cleanup
- Monitor data backups and manage annual rollover and academic term setup
- Remain knowledgeable about technology trends and provide suggested improvements and advancements to the school's database systems
- Possess an understanding of character, culture, and community, and the implementation of those principles in independent schools
- Assist with additional projects and tasks as assigned to meet evolving school or department priorities

QUALIFICATIONS

- Bachelor's degree required, Master's degree preferred
- 3+ years of experience managing database systems in an educational setting
- Working knowledge of Veracross, Canvas, Finalsite, and Active Directory
- Proficient in analyzing cross-system data flows and resolving integration issues in collaboration with internal stakeholders and third-party vendors
- Experience administering, reporting, and querying databases
- Knowledge of data manipulation and custom reporting tools
- Experience with SQL, APIs, scripting, or automation tools
- Strong understanding of data privacy laws and best practices
- Excellent organizational, communication, and problem-solving skills
- Demonstrates cultural awareness, including knowledge of themselves and the cultural lenses they bring to interactions
- Sense of humor, enthusiasm, high ethical professional standards, and multicultural perspective

Preferred

- Experience in a PreK–12 or independent school environment
- Proficiency with SQL, Excel/Google Sheets, and data visualization tools
- Understanding of academic calendars, grading periods, and school operations
- Experience leading professional development workshops and parent education sessions

Physical Requirements and Work Environment

- Cross-division collaboration with faculty, staff, and administration
- May work at a desk and computer for extended periods
- Work in a traditional climate-controlled office environment

Contact Information (email preferred)

Paul M. Blackwood
Director of Information Technology
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The Haverford School is an Equal Opportunity employer. The Haverford School does not discriminate on the basis of gender, race, religion, color, national or ethnic origin, disability, or sexual orientation in the administration of its policies and programs. Candidates are selected based on their qualifications to meet the needs of the position.