

# Seoul Foreign School

Seoul, Korea



## Seeks an Information Program Manager

Seoul Foreign School (SFS) is seeking an Information Program Manager to continue the work outlined on the following page.

Established in 1912, SFS currently serves nearly 1,500 expatriate children from pre-kindergarten through twelfth grade, drawn from over 50 different countries. With a distinct Christian philosophy, SFS continues its long standing reputation as one of the leading international schools in Asia. A wealth of information on Seoul Foreign School, including video clips of our school and community, can be found on our website <http://www.seoulforeign.org>. Situated on 24 acres in a park-like environment within the city of Seoul, SFS is a not-for-profit school, with an annual operating budget in excess of US \$40 million. All overseas faculty and administration are housed on or near campus in school-provided apartments. SFS is fully accredited by the Western Association of Schools and Colleges (WASC), a member of the Council of International Schools (CIS) and has offered the International Baccalaureate (IB) Diploma since 1980 as well as the Cambridge International Education program (CIE). SFS is currently an MYP and PYP candidate school.

Particulars on the job description can be found on the accompanying pages of this document. Interested internal candidates are asked to email Mr. Barry Benger, Director of Human Resources: [barry.benger@seoulforeign.org](mailto:barry.benger@seoulforeign.org)

## **Information Program Manager – Job Description**

### **Key Responsibilities**

Manage how integral information is stored, updated, and accessed at Seoul Foreign School using programs like PowerSchool and Managebac (Student Information Systems) and HAIKU (Learning Management System) ensuring that the information keeps its integrity and can be easily accessed by all those who depend on it.

### **Overall Management of the School's SIS (Student Information System – Currently PowerSchool and Managebac)**

- Develop a depth of understanding on how each section uses PowerSchool to meet their needs
- Proactive in providing solutions to sections
- Ensure that student data is constantly updated – communicating with Office Admin staff and maintaining the Parent Portal for parent updates and create fields as needed while keeping their format consistent
- Run the beginning and end of year processes to roll over database information from year to year
- Ensure smooth new student orientation procedures are in place so that parents and students are connected electronically to the school – imports to PowerSchool (via Admissions enrollments), process Parent Portal information, migrate to LMS for academic management, and provide all information to parents and students (as required) for orientation
- Provide timely support for division specific processes including scheduling, report card processing, PowerTeacher gradebooks, Grades and Attendance, and others as required
- Write new reports and maintain current reports
- Upgrade and provide support for all areas of program use
- Answer requests for data downloads and assist with transferring the data to other programs (Excel, Naviance, Access, etc.) in the format needed
- Ensure communication of program updates that impact those using the program

### **Overall Management of the School's LMS (Learning Management System)**

- Responsible for the maintenance and support of the school's LMS
- In cooperation with the Educational Technology team, ensure that all steps are in place for training teachers on the use of the LMS and all of its tools
- Assist teachers in running end of year processes to roll over students and courses in the LMS
- Work with others in the school to direct training as needed – providing independence so others can update their own content
- Ensure the constituent database is up to date with current students, parents, teachers, staff and course enrollments with PowerSchool data integration
- Ensure all constituents can login to their portal and locate information easily and efficiently

**Perform other duties as needed**

## **Qualifications**

- ✓ A degree in technology or relevant experience is required
- ✓ Demonstrate genuine enthusiasm for working with technology
- ✓ Minimum of two years of successful experience working in education, ideally in an international school of similar size/caliber
- ✓ Personal Christian faith, with an internationally-minded outlook and culturally sensitive understanding of other faiths
- ✓ Supportive of the school's mission statement and philosophy
- ✓ Strong technical competencies in computer usage, particularly in the area of educational technology
- ✓ Proven experience in managing an SIS or LMS and critical data
- ✓ Experience with the same or similar software, as noted above
- ✓ Proven ability as a solid team player with a 'can-do' attitude
- ✓ Evidence of attributes of a lifelong learner
- ✓ Proven ability as an innovative, results-oriented, self-motivated, energetic, creative problem solver

## **Key Reports**

This position reports to the Director of Technology.