



THE MONTCLAIR KIMBERLEY ACADEMY

Coordinator of Information Systems Job Description

Description:

Montclair Kimberley Academy, an innovative PK – 12 independent day school with a strong national reputation and a recognized 1:1 laptop program, seeks a full-time, detail-oriented, self-motivated, and innovative individual to help it manage, guide, and integrate its varied data systems in an integrated and efficient manner. The ideal candidate will possess a mix of data systems skills, knowledge, vision, and interpersonal skills. They will have broad experience working in data systems in schools or similar environments and possess excellent communication skills.

Responsibilities:

- Lead and coordinate the efforts of data stewards, subject matter experts, department leaders, the IT department, contractors, and vendors to achieve the school's goals for data
- Plan and coordinate data integrations and migrations between systems
- Maintain data security
- Create, or support creation of, required reports in response to user needs
- Respond to and resolve database problems and issues from the field level to systems integration
- Develop routines for end-users to facilitate best practices of data use

Position Requirements

- Bachelor's degree or higher in computer science or data management preferred but equivalent experience also accepted
- Experience managing or leading data strategy for an organization
- Strong understanding of database structures, theories, principles, and practices
- Practical knowledge of extract, transform, and load (ETL) strategies for data integration
- Project management experience
- Knowledge of applicable data privacy practices and laws

Personal Attributes

- Excellent written and oral communication skills
- Strong technical documentation skills
- Good interpersonal skills
- Ability to conduct research into database issues, standards, and products as required
- Ability to present ideas in userfriendly language
- Proven analytical and problem-solving abilities
- Ability to effectively prioritize and execute tasks
- Experience working in a team-oriented, collaborative environment

Please email a letter of interest and resume to William Stites - wstites@mka.org

It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA. We especially welcome applications from all individuals with the ability to contribute to MKA's continuing commitment to social and cultural diversity, inclusiveness, and the transformative power of our differences.