



Job Title: School Database Administrator
FLSA Classification: Exempt
Responsible to: Director of Information & Instructional Technology
Last Modified: August 2016

Position Summary: The role of the School Database Administrator was established for the purposes of administering the **Senior Systems** student information system; collaborating with a variety of parties for the purpose of providing and/or receiving information; documenting system components and user instructions; coordinating data management systems so that they interface with other school software systems as required; and maintaining the integrity required for student data management. A critical member of the Technology Department, the Database Administrator is a 12-month position, reporting to the Director of Information & Instructional Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

SIS System Implementation, Integration and Maintenance

- Maintain and administer the student information system (SIS) and its web interface.
- Proactively manage the system user accounts and security to ensure data integrity for the purpose of regulating access to the SIS and ensuring confidentiality of student records.
- Coordinate and lead software systems integration projects. Design, maintain and revise dataflow in and between systems.
- Coordinate regular synchronization of information between applications using APIs, scripts, or imports and exports.
- Assist administrative and academic offices in creating queries to extract information and generate a variety of report options for the purpose of disseminating information to appropriate parties, including external vendors (i.e. school picture vendor, Blackboard Connect, LMS, Finals site, etc.).
- Development and creation of any custom forms, reports or exports using various tools, such as Crystal Reports and Excel, based on user requirements and goals.
- Provide technical guidance to database application users. Troubleshoot and resolve all faculty, staff and parent SIS-related issues.
- Insure the integrity of the school's database through regular review, verification, and data cleanup, to assure accuracy and efficiency.
- Develop, implement, and document standards, procedures and systems process relating to data input and database management for all database users.
- Troubleshoot malfunctions of database system for the purpose of resolving operational issues and restoring services.
- Perform maintenance procedures including planning, evaluating and implementing system updates on database servers and their client workstations.
- Assess staff training needs and provide training and support to school staff regarding use of the student information system and any office productivity software as it relates to the SIS program.
- Meet with various school constituents to exchange information concerning student information system software projects, data, implementation and maintenance.
- Oversee auditing of current database, as well as the research, selection, and implementation of any new database modules and/or systems to facilitate best practices, data integrity, and successful data management practices that benefit both the school's primary constituents (students, parents, alumni, faculty/staff, prospective families and faculty/staff) and internal database users.

- Serve on the School's Database Committee
- Maintain expertise in computer technology and provide suggested improvements and advancements to school's system. Be knowledgeable about technology trends in schools and universities.
- Other duties as assigned by the Director of Information & Instructional Technology.

TECHNOLOGY TEAM RESPONSIBILITIES

- Collaborate with the Tech Team in supporting the technical needs of the school community.
- Configure and deploy network equipment, laptops and other mobile devices, desktops, printers, and other classroom technology.
- Respond to technology related problems assigned by the Help Desk System. Assist with customer requests via telephone, email and in person.

QUALIFICATIONS

- Bachelor's degree in a related field.
- 3-5 years of work experience in the IT field, preferably in Education.
- Demonstrated experience in student information database systems, preferably **Senior Systems**.
- Comprehensive understanding of relational database theory and management systems.
- Ability to understand and analyze specific organizational tasks and functional aspects, apply computer science techniques and mathematical logic to come up with solutions.
- Experience administering, reporting and querying databases such as MySQL and Oracle.
- Advanced knowledge in data manipulation and custom reporting tools such as Excel and Crystal Reports. Knowledge of SQL desired.
- Ability to work with scripts, APIs, and data importing/exporting to synchronize information between applications.
- Ability to effectively troubleshoot users' application problems, and to build capacity in individual employees and teams.
- Ability to troubleshoot network and desktop problems related to the student information system.
- Ability to maintain confidentiality with discretion of sensitive information.
- Ability to communicate clearly and concisely, both orally and written.
- Strong organizational, analytical, problem solving and troubleshooting skills, with careful attention to detail.
- Project management skills. Ability to coordinate multiple resources to take projects to successful completion.
- Ability to analyze existing procedures and develop improvements and training materials for optimum use of technologies.
- Ability to articulate technical information to non-technical audiences. Ability to interact with users in a professional, cooperative, and courteous manner.
- Windows and MAC operating systems, Microsoft Office, and LDAP experience.

Physical Requirements and Work Environment

- Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contact
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs. of computer equipment; crawl under or around furniture to install computer equipment

Contact Information

Andrea Drinkwine, Director of Information & Instructional Technology
 The Haverford School
 450 Lancaster Avenue
 Haverford, PA 19041

Communication via email preferred. Send application, cover letter, and resume to: adrinkwine@haverford.org.