



<b>Available Position:</b>	<b>Information Systems and Database Manager</b>
<b>Department:</b>	Technology
<b>Reports to:</b>	Chief Technology Officer
<b>FLSA Classification:</b>	<b>Non-exempt</b> (Salary)
<b>Full/Part Time:</b>	Full Time (12 months)
<b>Date Modified:</b>	April 2021
<b>Start Date:</b>	June 1, 2021

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### **About St. John's Episcopal School:**

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eighth. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not just as a school but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments and a caring attitude that extends to all members of our community.

### **Position Description:**

The Information Systems and Database Manager works with the Chief Technology Officer to further the mission of St. John's by managing all school-wide data systems and acting as a digital security officer.

### **Key Accountabilities:**

The Information Systems and Database Manager responsibilities include:

- Collaborate and consult with departments to research, design, develop, implement, and support information systems and applications.
- Manage and facilitate data integration for system migrations.
- Lead and ensure the accurate and ethical management of all constituent information.
  - Maintain and monitor security of data, including managing database application access and privileges as well as implementing and enforcing data security policies.
  - Conduct audit processes and control data integrity across all databases, including the development of measures to ensure integrity.
  - Model best practices in data management: import, export, update, organize, and clean data.
- Develop, update, and maintain organization-wide data maps, data entry policies, and procedure manuals for all databases and work; recommend updates and improvements.
- Responsible to maintain and enhance the integrity of databases running regular system checks to test for data accuracy, data entry, validate data input, identifying flaws in the system and

perform cleanup of data as necessary to purge unnecessary or duplicate information, streamline data input, and ensure that current information is kept efficiently and is easily accessible.

- Analyze, create, run, and/or modify a variety of reports and queries.
- Provide data-oriented support and training on systems, procedures, reporting, and data analysis to all departments and end users, including advising staff and administrators on best practices for database interaction.
- Assist in the customization of information systems throughout the School.
- Develop customized reports needed for School operations and academic support.
- Develop customized scripts to improve the integration of databases.
- Manage and secure long-term data storage strategies for archival and retrieval tasks.
- Share management and ownership of systems managed by the Technology team, some of which include, but are not limited to Microsoft 365, FACTS SIS, Active Directory.
- In partnership with departmental personnel, provide Level II support for information systems and applications used by St. John's, which include, but are not limited to:
  - Advancement
    - Raiser's Edge and associated modules
  - Business Office
    - Financial Edge and FACTS
  - Communications
    - Finalsite
    - FACTS ParentAlert (or other) Emergency Services System
  - Enrollment Management
    - School Admin
    - Ravenna Admit
  - Human Resources and Operations
    - SchoolPass
    - Checkwriters
    - Magnus
    - Safeguarding Online
- Support the Advancement Department and Chief Advancement Officer with the entry of Advancement data including, but not limited to, Gift-in-Kind donations, Auction donations, and donor information.
- Fulfill registrar responsibilities, including:
  - Management of annual cycles of student enrollment, progression, and graduation
  - Student Information System
    - Setup, ongoing management, and progression of the academic year
    - Course and class management
    - Entry of faculty, student, and room scheduling information
    - Progress report, grade report, and transcript templates
    - Academic calendar
  - Student Records Management
    - Organization, production, and dissemination of accurate and authorized student records as part of high school admission process and in support of student departures
    - Communication with registrars at receiving schools
    - Tracking and retention of student records releases
    - Tracking of high school application and outcome data
  - Accreditation

- Ongoing maintenance of aggregate student-related data required for re-accreditation purposes

### **Collaboration and Teamwork:**

As the Information Systems and Database Manager, this person will also support, facilitate, and lead other relevant projects as a member of the Technology Team.

- Participate in student and faculty technology training and data research projects.
- Establish and maintain productive partnership relationships with colleagues and parents.
- Collaborate with Chief Advancement Officer, Chief Enrollment Management Officer, Chief Operations Officer, Chief Financial Officer and Controller, and Academic leadership.
- Cooperatively collaborate on small-group/team projects as directed by the Chief Technology Officer.
- Other duties as assigned.

### **Growth Mindset:**

- Demonstrate commitment to personal and professional growth.
- Ability to meaningfully receive, reflect on, and apply feedback to one's professional growth.
- Network with peers at other independent and Episcopal schools locally and nationally.
- Attend conferences and professional meetings to remain current with information systems management and best practices in education technology.
- Participate in the local and national independent and Episcopal schools accrediting associations.

### **Qualifications/Experience:**

- Bachelor's degree required, preferably in Computer Science, Data Management, or a related field.
- Equivalent experience and/or relevant certifications a plus.
- Proficiency and experience in data systems, preference given to experience with those listed in the Key Accountabilities section above.
- Advanced understanding and experience in Microsoft 365, Windows Desktop and Server platforms, scripting, developing custom reports and queries, and IT auditing.
- Independent school experience helpful.
- Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in an independent school environment.
- Personal characteristics such as a friendly attitude, good judgment, honesty, tactfulness, and initiative are essential.
- Ability to confidentially manage sensitive information.
- Demonstrated ability to identify opportunities to proactively streamline processes, solve problems, organize ideas, manage disparate tasks, and customize solutions that benefit community members.

### **Physical Requirements and Work Environment:**

- Regularly works in standard office conditions and climate.
- Regularly works at a computer screen for extended periods of time and occasionally moves around campus.
- Ability to occasionally move items weighing up to 30 lbs. across the campus/office.

- Regularly works in a dynamic environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Stamina to maintain attention to detail despite interruptions.
- Ability to periodically work flexible hours to meet deadlines and to support before and after-school or weekend events.

**Employment and Technology Team Vacation Policy:**

- Benefits include health, dental and retirement.
- Two weeks paid vacation with one additional week of holidays over Thanksgiving, Christmas, and Spring Breaks.
- A Technology team member is allowed two days of paid personal leave during the year. Personal leave time may not adjoin scheduled School vacation time or breaks.
- Additionally, vacation days are to be taken for non-health related reasons when school is not in session apart from opening in-service, the week prior to opening in-service, the week of graduation and closing in-service. After personal leave time has been exhausted, a technology team member may request to use vacation days while school is in session, however approval will be conditional on the employee's job description and assignments that require his or her presence when school is in session. This determination is made by the Chief Technology Officer.
- Technology team members are required to receive approval from the Chief Technology Officer. In the event of conflict over requested days, preference will be given to the earliest request.
- Except in emergency situations, personal leave must be arranged at least three days in advance and approved by the Chief Technology Officer.

**How to Apply:**

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Chris Patterson, Chief of Staff  
cpatterson@stjohnsschool.org  
214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.