



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Data Systems Manager

Primary Function

The Data Systems Manager is responsible for the management and support of all student and staff data information systems and directing staff in the efficient use of these systems for data-informed decision-making.

Organizational Relationships

Reports to the Director of Technology. Collaborates closely with the Data Systems Analyst and the Assistant Superintendent for Teaching and Learning.

Qualifications

- High school diploma, supplemented by technical training or practical experience.
- Sequel competency/certification preferred
- Ability to read and understand technical materials.
- Experienced at troubleshooting issues with hardware and software.
- Experience with SQL, student information systems, learning management systems, assessment management systems and data visualization tools.
- Understanding of spreadsheets, databases, word processing and other computer applications.
- Willingness and ability to learn new technologies as they are adopted by the District
- Skills to communicate and demonstrate use of hardware and software applications to staff
- Personable, flexible, and enjoys working with children, teachers, and other district personnel
- Ability to work as a member of a team, both giving or receiving directions, and sharing knowledge with staff members
- Proficient skill in English composition, grammar and spelling.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and coworker relationships.
- Ability to physically move about the district.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to handle staff and student information with confidentiality.

Performance Responsibilities

1. Manage staff and student information systems.
2. Manage and train staff and student information system users.
3. Oversee staff usage of the staff and student information systems
4. Direct staff in the efficient use of data systems, including building replicable systems to track and store information.
5. Maintain and upload student and staff data for federal, state and local reporting.
6. Create and maintain staff and student data transfers amongst systems.
7. Create, maintain, and modify custom reports, data visualizations and data analytics.
8. Create customized queries for data sources for building data visualizations (e.g. Tableau)
9. Create and maintain staff accounts in district systems.
10. Perform other related duties as assigned by the Director of Technology

July 7, 2021



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Terms of Employment

12-Month Position (260 work days). Salary and work year established by the Board of Education

Evaluation

Performance will be evaluated in accordance with Board of Education policy.