

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – DATABASE ADMINISTRATOR

QUALIFICATIONS

Associate degree in computer science or related technology certifications or disciplines preferred.

Three or more years of database experience preferred, preferably in public education data systems.

SKILL PREPARATION

Training and experience with student information systems, state reporting of student data, and other education-related systems desired.

Possess excellent interpersonal skills, be able to work in an environment with frequent interruptions, communicate and collaborate effectively, exercise good judgment, organizational skills, and ability to multi-task.

Process and demonstrate advanced computer skills related to data analysis, queries, and report writing.

DUTIES AND RESPONSIBILITIES

Be responsible to the Technology Director for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Coordinate and support District data systems working with data stewards to maintain data integrity and accuracy.

Function as District point person for student-related systems reporting to Pennsylvania Department of Education and other outside organizations.

Maintain data integrity with periodic data import/export.

Maintain business rules for data consistency and audit compliance.

Coordinate District data collection processes.

Develop and coordinate data entry rules and standards.

Provide professional development for staff members to achieve and maintain quality data systems with consistent data collection in compliance with District standards.

Support and assist with processes such as student scheduling and grade reporting.

Develop schedules and calendars which document the time line for all data-driven reports, and coordinate reporting efforts.

Work with administrators to develop reports and data analysis, as needed.

Provide technical support to maintain system software, applying updates, as needed, as well as reviewing and maintaining data security.

Maintain procedural knowledge of state and federal guidelines for data reporting as well as technical knowledge of the systems used.

Discharge all other assignments delegated by the Technology Director.

EVALUATION

Evaluations will be conducted annually by the Technology Director in the areas of domains and goals.