

Birmingham Community Charter High School Database Manager

Title: Database Manager
FLSA Status: Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Under the direction of the Site Administrator, plans and coordinates Student Information System programs and schedules and assigns personnel in office computer operations and applications.

ESSENTIAL FUNCTIONS:

- Establishes priorities and acts as liaison with school staff regarding the operation of the Student Information System
- Plans, schedules, and coordinates computer operations and preparation of reports including those related to student identification, enrollment, and attendance; class rosters; grade data and credits; special education services; and statistical reports
- Creates, modifies, and monitors student records using Student Locator, AERIES Student Information System, CALPADS, Welligent, and other databases
- Prepares, reviews, and processes daily Individual Education Program (IEP) Outcome Reports and other data from various systems and databases
- Extracts, disaggregate, and prepares data to meet Federal, State and District mandates including California Special Education Management Information System (CASEMIS), Desired Results Developmental Profile (DRDP), and Modified Consent Decree (MCD)
- Trains school and office personnel in computer and in SIS procedures and applications
- Implements new procedures and trains personnel in applications of new SIS programs
- Determines most effective and efficient use of computer time and operating personnel
- Assigns, coordinates, and reviews the work of computer operating personnel
- Confers with and trains site personnel in SIS requirements and procedures and acts as liaison between sites for preparation and timely receipt of computer source data
- Communicates with AERIES Support Services to update student records and fix system errors
- Schedules, monitors, processes, and distributes reports and materials, such as class schedules, registration, incoming referrals, SIS transfer requests and attendance documents in a timely manner
- Confers with Information Technology Division personnel regarding implementation of new procedures, system modifications, and staff training
- Coordinates the servicing and repair of equipment and maintains related records
- Submits support tickets to AERIES Support Services to enhance SIS performance and customized reports
- Monitors student daily attendance records and coordinates with staff to address errors
- Orders and maintains materials, supplies, and equipment
- Performs related duties as assigned

KNOWLEDGE OF:

- Functions, uses, characteristics, and operation of office computer systems and peripheral equipment
- AERIES or other student information systems
- Queries, Lists, Attendance accounting

Database Manager

- Welligent and Student Locator
- Microsoft Office Suite: Access, Excel, Word, PPT
- Office practices and procedures
- Supervisory and training techniques

ABILITY TO:

- Present technical concepts and procedures clearly and concisely
- Schedule activities for effective and efficient utilization of resources
- Interpret technical materials and follow operating instructions
- Review data for accuracy
- Work under pressure of deadlines
- Establish rapport and work effectively with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in data processing and supervision. Two years of experience with data entry in various databases including Microsoft Access. One year of this experience must have included using EESIS, ESIS, or Welligent.

AA Degree or 30 Units completed from an accredited college or university

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Perform light physical exertion.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date