



Opportunity Statement

Data Systems Manager

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, [Thaden School](#) opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced tuition assistance program, the School has grown steadily, and enrollment is now more than 320 students in Grades 6 to 12. Designed by a world-class team of architects, the School's 30-acre campus in downtown Bentonville will support as many as 525 students in Grades 6 to 12.

Reporting to the Chief Technology Officer, the Data Systems Manager will execute and manage a broad portfolio of responsibilities.

Role and Responsibilities

- Understanding and anticipating the needs of the school's community and working collaboratively with a variety of stakeholders to reinforce consistent procedures and data standards
- Ensuring data is clearly defined and consistently managed and maintained across all school databases
- Ensuring all users have appropriate access to the data and reports they need
- Training users on the platforms they rely on to perform their responsibilities
- Training new users, including parents, on how to access the school platform and student information system
- Utilizing project management protocols to facilitate effective and efficient solutions to new IT requests, as directed by the Chief Technology Officer
- Ensuring there is a provision for data security and recovery control (data is retrievable in an emergency)
- Developing, managing, and testing all new functions, applications, or integrations within systems and across platforms before they are launched
- Assessing the integrity of existing databases
- Leading any database migrations between platforms or versions, including the migration to a new learning management system in 2024
- Working with Division Heads to align data systems with the school's standards-based grading policies and reporting needs
- Managing all elements, in collaboration with the registrar, admissions office, and others, of the Student Information System (currently Blackbaud), including enrollment and registration forms, learning management, tuition management, indexed tuition, and fundraising and constituent relationship management
- Other duties as assigned by the Chief Technology Officer

Skills, Qualifications, and Attributes

- 5 years experience managing databases, preferably in an academic institution
- Exceptional communication skills and ability to collaborate with multiple constituents with diverse needs
- Substantial project and team management experience
- Experience with Blackbaud or other student information systems
- Working knowledge of other academic data systems such as Paycom, Raptor, Recdesk, Scoir, and others

- Expertise in multiple database types and principles of database design
- Flexibility and adaptability
- Excellent organizational skills
- Ability to adhere to tight deadlines under pressure
- Ability to create and maintain strong working relationships with faculty and staff
- Alignment with the school's mission and eagerness to participate in its community

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

Applications

Please submit your application materials through our online portal for [Thaden School Job Opportunities](#). Applications should include a cover letter and resume. The start date is negotiable. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

Salary will be competitive within the independent school sector. All offers of employment are contingent on successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship. The school received full accreditation by the Independent School Association of the Central States in January, 2023, and Niche.com named Thaden the #1 independent school in the state of Arkansas in both 2022 and 2023.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's robust Indexed Tuition program supports the creation of a balanced learning community where students of many perspectives, talents, and interests learn and grow stronger together.

Located on a 30-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School has also engaged a world-class team of architects to design an enduring and innovative campus that will spark curiosity, inspire creativity, and invite reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019, and the completed campus has garnered numerous national honors and accolades, including the James D. MacConnell Award for design excellence in education. .

The School's [website](#) features additional information regarding its mission, educational programs, and faculty and staff.