

SCHOOL DISTRICT OF DESOTO

DATABASE MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate's degree from an accredited educational institution.
- (2) Five (5) years experience in the field of computer records management.
- (3) Five (5) years experience in data processing functions.
- (4) Experience in data management, data review and data quality analysis.
- (5) Additional years of experience may be substituted for degree.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all student, staff and finance databases and systems. Knowledge of state reporting including Full Time Equivalency (FTE) and Florida Education Finance Program (FEFP) calculation, transmission, reporting and correction processes. Above average knowledge of PC applications such as Word, Excel and Access. Ability to plan and develop new computer systems or devise ways to utilize existing systems for additional operations. Understanding and knowledge of all statutes, regulations, policies governing the proper care, retention and processing of student records. Skills in troubleshooting and ability to implement corrective action. Ability to plan, organize and establish priorities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to establish and maintain effective working relationships with district schools, district divisions and other government agencies. Ability to evaluate personnel in accordance with collective bargaining agreements. Ability to communicate highly technical and constantly changing subject in non-technical terminology to educational and support personnel. Ability to communicate facts and ideas clearly and concisely orally and in writing.

REPORT TO:

Executive Director of Business Services

JOB GOAL

To ensure the information processing functions are designed and operating to the maximum benefit of the school district. To provide training and motivation to school and district personnel to ensure accurate data collection and timely reporting of student, WDIS and finance information.

SUPERVISES:

Data Clerks, Student Information Specialist, Student Records Specialist

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Analyze and solve program or system problems and communicate modifications to end users and division staff.
- *(2) Evaluate and make recommendations concerning data processing equipment and software.
- *(3) Collect, process, transmit, edit and report student, WDIS, staff and finance data for FLDOE surveys.
- *(4) Develop and implement data quality and data review processes to ensure that data submitted for state and federal reports are accurate and submitted in a timely fashion.
- *(5) Keep current on all reporting guidelines, current trends and best practices in area of responsibility.
- *(6) Review new regulations with appropriate staff as required.

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DATABASE MANAGER (Continued)

- * (7) Provide district level support for audit functions.
- * (8) District advisor to schools in the district in matters relating to the successful implementation and continued use of the student database.
- * (9) Work with vendors to ensure that the district's needs are understood and fulfilled as related to application software.
- * (10) Review and maintain security of student, staff and finance databases and systems.
- * (11) Analyze survey data for accuracy and inconsistencies; notify district schools and/or administrative staff for corrections or clarification.
- * (12) Maintain tables and test database for proper functions.
- * (13) Plan and manage data processing services that will minimize staff time while maximizing the application.

Employee Qualities/Responsibilities

- * (14) Meet and deal effectively with general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (16) Ensure adherence to good safety standards.
- * (17) Maintain confidentiality regarding school/workplace matters.
- * (18) Model and maintain high ethical standards.
- * (19) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (21) Serve as resource for all District staff in the areas of state and federal reporting.
- * (22) Facilitate communications with data operators, principals, administrators and other personnel to form a cooperative, informed environment regarding the state reporting requirements.
- * (23) Respond to inquiries and concerns in a timely manner.
- * (24) Keep supervisor informed of potential problems or unusual events.
- * (25) Serve on school/district committees as appropriate.
- * (26) Serve as a resource for all District staff in the area of student records.

Provide Growth and Improvements

- * (27) Maintain a network of peer contacts through professional organizations.
- * (28) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- * (29) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (30) Develop and maintain training modules, procedures and documentation for district school and District personnel and coordinate and provide continuous training for initial and advanced in-service for all school and district personnel relating to information systems and on the current FLDOE reporting requirements.
- * (31) Assist other IT staff with training and technical assistance as needed.
- * (32) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

System Support

- * (33) Exhibit interpersonal skills to work as an effective team member.
- * (34) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (35) Demonstrate support for the school district and its goals and priorities.
- * (36) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (37) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (38) Maintain confidentiality in dealing with student and staff records.

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DATABASE MANAGER (Continued)

- * (39) Participate in cross-training activities as required.
- * (40) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **D13, E12**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.