JOB TITLE: Data Systems Manager

CLASSIFICATION: 12 month/Salary/Full-time/Exempt

REPORTS TO: Director of Information Technology

LAST REVISED: May 30, 2024

JOB SUMMARY:
The Data Systems Manager responsible for managing and analyzing all data relating to school functions. This position reports to the Director of Information Technology.

ESSENTIAL FUNCTIONS:
- Providing for data security and recovery control (all data is retrievable in an emergency).
- Leading any database migrations between platforms or versions.
- Serving as database question/support liaison for parents, students, faculty and staff.
- Managing access permissions and privileges.
- Overseeing the student information system, learning management system, Google suite, etc.
- Supporting administrative data reporting needs.
- Researching and deploying data integration solutions to support business goals.
- Effectively utilizing business applications such as word processing, spreadsheets, or other software programs to capture, retrieve, calculate and report data.
- Using quantitative analysis tools to analyze and draw conclusions from data.
- Providing database training and support both informally and formally.
- Documenting and maintaining procedures, workflows, processes, and complex functions.
- Providing guidance on future systems and integrations.
- Ensuring single sign-on systems are working properly and maintained.
- Assisting with end user administrative activities such as user creation and security group assignments.
- Other duties as assigned by the Director of Technology.

COMPETENCIES:
- Ability to create and maintain strong working relationships with faculty and staff.
- Experience working with an enterprise level database - student information system is preferred, Blackbaud and/or Senior Systems is a plus.
- Demonstrated ability to learn new technologies rapidly and an enthusiasm for doing so. Familiarity with database design, SQL and APIs is a plus.
- Strong analytical skills and ability to synthesize complex material, generate insights, and translate that information in a concise manner.
Understanding of “big data” concepts as it relates to multiple applications

SUPERVISORY RESPONSIBILITIES: None

WORK ENVIRONMENT:
Primarily an office environment, ability to sit at a computer and keyboard for substantial periods.

PHYSICAL DEMANDS:

- Mobility sufficient to move about the campus, to include climbing stairs.
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly.
- Ability to lift and carry up to 20 pounds on an infrequent basis.

REQUIRED EDUCATION AND EXPERIENCE:

- Experience managing data flows, process, reporting and project management.
- Ability to plan, organize, develop, and communicate improvements in process and flows.
- Understanding of SQL scripting for industry standard databases.
- Knowledge of Single Sign On via SAML.
- Application knowledge preferred, but not limited to: Senior Systems, Magnus Health, Blackbaud and Google Applications for Education.
- Verbal and written communication skills.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree in information systems or systems analysis from an accredited college or university is preferred.
- Experience working in a school environment or non-profit organization a plus.

EQUAL EMPLOYMENT OPPORTUNITY:

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