

# Job Description

Alameda Unified School District

## Database Administrator-Applications

### Purpose Statement

The job of Database Administrator-Applications is done for the purpose/s of establishing test environments for online testing platform at required locations; creating documentation and training administrators in methodology; ensuring that tests are securely administered and results are processed and reported within established guidelines to all defined parties.

This job reports to Assigned Administrator

### Essential Functions

- Collaborates with a variety of internal and external parties (e.g. Testing Agency, site administrator, parents, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Develops a wide variety of complex materials (e.g. instructions, notices, reminders; security policies, training materials, accounts for school coordinators, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Establishes testing environments at designated locations for the purpose of ensuring students ability to securely take test.
- Interprets rules, regulations, and procedures related to the testing programs (e.g. test results for classification, directions for test administration, etc.) for the purpose of ensuring compliance with all regulatory requirements.
- Monitors assessment requirements (e.g. obtains and compiles missing information; assures required information is complete and accurate; assures tests are prepared for processing and scanning; reviews test for redesignation; calls parents;, etc.) for the purpose of implementing scheduled testing and ensuring compliance with legal and administrative requirements.
- Oversees all aspects of testing process (e.g. assignment of administrators; distribution of support materials; follow-up to testing, etc.) for the purpose of ensuring the security and reliable test administration.
- Participates in meetings, workshops, web-cast and/or trainings for the purpose of conveying and/or gathering information required to administer and report tests.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, parents, students, etc.) for the purpose of providing technical assistance, advice and support.
- Trains selected site personnel for the purpose of ensuring their ability to administer tests.
- Troubleshoots malfunctions of testing environments for the purpose of resolving operational issues and restoring services.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications including Microsoft Office, Schoolzilla, STAR renaissance, etc..

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of constructing standardized tests; relational databases, record structures, and current generation programming methodology including object based design, operating systems, protocols, and programming languages.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; and applying logical processes and analytical skills.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors degree in job-related area.

### **Required Testing**

None Specified

### **Certificates and Licenses**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

6/14/2022

### **Salary Grade**

44

### **Revised Date**