

POSTING: 26-3-15
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**Dartmouth Public Schools
Dartmouth, Massachusetts**

NOTICE OF POSITION VACANCY

Position Posting: DATABASE SYSTEMS TECHNICIAN

Starting Date: To Be Determined – As soon as possible

Qualifications:

1. Demonstrated abilities to work across schools and the school district in an effective manner with various audiences.
2. Able to work collaboratively in groups to examine and implement best practices for all data related issues.
3. Minimum of five (5) years of experience working with Databases, Student Information Systems (Aspen preferred) Java and HTML scripting and Massachusetts State Reporting (preferred).

Responsibilities: See attached Job Description

Persons interested in this position should forward a cover letter, resume and three current letters of recommendation to:

Dr. June Saba-Maguire, Superintendent of Schools
Dartmouth Public Schools
8 Bush Street
Dartmouth, MA 02748

or via email to Kate Genthner at kathleengenthner@dartmouthschools.org

The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition.

Dartmouth Public Schools

Database Systems Technician

Job Description

Minimum Qualifications:

- Demonstrated abilities to work across schools and the school district in an effective manner with various audiences.
- Able to work collaboratively in groups to examine and implement best practices for all data related issues.
- Minimum of 5 years of experience working with relational databases and Student Information Systems (Aspen preferred)
- Experience with Java and HTML scripting
- Experience with Google Admin Console
- Demonstration skills in data extraction, reporting, and analysis tools
- Demonstrate a high level of organizational, interpersonal, and problem solving skills;
- Work independently, prioritize tasks, and meet deadlines while managing multiple projects;
- Be detail-oriented and work collaboratively and effectively in a team environment;
- Communicate clearly both orally and in writing;
- Maintain confidentiality of staff and student records;

Reports to: Chief Technology Officer

Responsibilities:

1. Serve as the district's Student Information System Administrator (Follett X2 Aspen);
2. Manage district data systems; establish and ensure accuracy and efficiency in data collection, maintenance, reporting, analysis, and interpretation;
3. Facilitate the accurate transmission of this data for state and federal reporting (including but not limited to SIMS, EPIMS, SCS, SSSDR, and CRDC);
4. Establish and implement protocols for the entry and ongoing maintenance of all student and staff information;
5. Write custom queries, reports, and data exports as needed;
6. Serve as district contact for all data management systems, as directed (including but not limited to Follett Aspen, Parentsquare, Frontline, Destiny, Mosaic, Edulog and others);
7. Roster and maintain accurate data sharing with district-approved apps including Clever, Enriching Students, STMath, Epic, etc.

8. Maintain and manage imports and exports data among the above-mentioned data systems;
9. Serve as district contact and point person for logon and password troubleshooting for users in the above-mentioned data systems;
10. Coordinate imports of student assessment results (including but not limited to MCAS, PSAT, SAT, ACT, MAP, and AP examinations) into identified management systems;
11. Assist in maintenance and preparation of student test data;
12. Document processes, train staff, and provide support for data and data services;
13. Create Elementary School Schedules and support all buildings in scheduling, grade input, and reporting, as well as data rollover for new school year;
14. Maintain up-to-date knowledge about data information systems and software;
15. Creates customized reports for school administration as needed.
16. Maintain and update the DPS website, ensure ADA compliance and train staff to manage school websites as needed;
17. Administer, manage and maintain the GSuite ecosystem, provide administration oversight for day-to-day activities in GSuite admin console.
18. Collaborate with Google product managers and strategists, Google tech support, outsourced vendor teams to evaluate and recommend new GSuite features/enhancements.
19. Manage and remediate issues related to Google Chrome on end point devices, as well as administer and manage apps and extensions the enterprise mobile and Chrome app stores
20. Performs all other duties that may be required related to his/her job responsibilities.

Salary:

\$70,000 - \$73,000 per year, salary will be commensurate with experience.

Terms of Employment:

Full Year 365 day contract, 40 hours per week, 2 weeks vacation.

Evaluation:

Performance will be evaluated in accordance with the provisions and procedures established in the Dartmouth Evaluation Guidelines.