

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: October 8, 2025

Salary: #265, Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **DATABASE ADMINISTRATOR**

JOB PURPOSE STATEMENT:

Under the general supervision of the Director of Technology, the Database Administrator is responsible for coordinating the District's data submission to the California Longitudinal Pupil Achievement Data System (CALPADS), California Basic Educational Data System (CBEDS), Special Education Information System (SEIS) and related programs. This position plays a critical role in auditing, certifying, and publishing accurate student and staff information to CALPADS and various local, regional, state, and federal agencies. The Database Administrator provides technical guidance, data and training to school sites and district administrators and supports special projects as assigned.

The role requires maintaining multiple databases and software systems, ensuring data integrity and security, and supporting a collaborative team environment with a strong emphasis on excellence and adaptability.

JOB FUNCTIONS:

- Monitor, maintain, and update District data within CALPADS, CBEDS, SEIS and associated databases.
- Provide training and support to District users on data systems and reporting tools.
- Collaborate with internal data stewards to fulfill local, state, and federal data requirements.
- Communicate CALPADS timelines, updates, and requirements to the Director of Technology and District administrators.
- Offer technical assistance to school sites and central office personnel regarding SQL Data Requests or CALPADS compliance and data reporting.

Student Information System & Database Management

- Maintain, upgrade, and configure backend functionality of the SIS.
- Manage data mapping and prepare submissions for CALPADS, SEIS, CBEDS, categorical programs, Office of Civil Rights, and other reporting bodies.

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JOB FUNCTIONS (Continued):

- Administer and maintain multiple MS SQL Server environments, including backups and regular maintenance tasks.
- Setup, configure, and maintain various applications and databases to support District operations.

Software Development & Integration

- Participate in the evaluation, selection, and deployment of new software applications.
- Develop and maintain District web and desktop applications.
- Create and update user manuals and documentation for internal systems.
- Maintain data integration, translation hooks, and mappings for third-party applications (e.g., iReady, Illuminate).

Data Analysis & Support

- Analyze and troubleshoot issues related to applications and database performance.
- Design and execute queries, reports, and data analyses to meet District needs.
- Implement data integrations between disparate systems to streamline workflows.
- Manage user access and system privileges for all applications.
- Provide Tier I and II help desk support and problem resolution to District staff.
- Collaborate with internal staff and external consultants to ensure smooth system operations.
- Supervise assigned personnel as needed.
- Audit and test new systems or modifications, document findings, and ensure effective deployment.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds), carry (50 pounds), push/pull 50 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders

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- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

JOB QUALIFICATIONS:

Education/Experience:

- Bachelor's degree or equivalent combination of education and training, with a concentration in computer science, information technology, or a related field.
- At least two (2) years of experience managing Microsoft SQL Server environments.
- Experience with Microsoft Visual C#, Visual Basic, or ASP.Net preferred.
- Additional relevant education, certifications, or experience may be considered in lieu of the stated requirements.
- Knowledge of CALPADS

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License