

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director: Student Data Systems

REPORTS TO: Superintendent or designee

JOB GOAL: Direct and perform complex work in evaluating, maintaining, developing, implementing, and modifying databases, data views, and data applications used throughout the District, such as current and future Student Information Systems; provide and oversee technical assistance and training for data systems; work with school sites, departments, state and local agencies, and other district partners and platforms providers to design, develop, integrate, secure, maintain, recover and document databases and related data applications, views, and reports; establish technical standards and protocols for data systems; perform related duties as assigned.

QUALIFICATIONS

Knowledge of

1. Relational database design techniques, capabilities, operation, and control including SQL database administration and SQL programming.
2. Student Information System operations.
3. Methods used in database management to organize, access, test, secure, and assess data.
4. Technical aspects of data communication and networking concepts.
5. Complex system design and programming.
6. Client-server and networking principles, concepts, and techniques.

Ability to

1. Program and administer databases.
2. Analyze and evaluate information processing problems, plans, procedures and requirements for database management systems.
3. Analyze the information needs, problems, and procedures of other departments to design or recommend databases to meet information system requirements.
4. Develop solutions to complex technical database management system problems.
5. Be a productive and active team member.
6. Work successfully with diverse groups of people.
7. Apply general policies and procedures to specific situations.
8. Perform the job functions in the job description.
9. Present and maintain a pleasant appearance and demeanor.
10. Make accurate and timely decisions
11. Understand and carry out verbal and written instructions.
12. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
13. Learn and follow the operations, procedures, policies, and requirements of assignment.
14. Work independently and maintain high standards of workmanship, including maintenance or work both collaboratively and independently.
15. Handle all matters in a tactful, courteous, and confidential manner.
16. Establish and maintain effective work relationships with those contacted in the performance of required duties.
17. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.

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Training and Experience

1. At least four years of experience in the design, development, programming, implementation, and maintenance of mid to large-scale business or educational system databases requiring SQL database administration and programming.
2. Two or more years in working with school-related student information systems and knowledge of classroom and educational applications of technology.
3. Bachelor's degree in computer science, computer information systems, or closely related field or equivalent education.
4. Experience with server systems including Windows and Nix based systems.
5. Working knowledge and experience in virtual server technologies.
6. Advanced working knowledge of database systems used in education (Student Information Systems, Human Resources, Fiscal, etc.).
7. Managerial experience highly desired.
8. A work history demonstrating dependability and reliability.

ESSENTIAL FUNCTIONS

1. Designs, deploys, maintains and creates standards and protocols for a variety of data solutions, including databases such as the Student Information System, as well as other data applications, views, and reports.
2. Manages the daily operations and personnel within the Data division.
3. Creates and maintains integrations and interoperability for a variety of data systems and platforms.
4. Performs systems administration tasks such as installing new hardware and software, maintaining accounts and permissions, database administration, and backup and restoration.
5. Performs systems programming on a variety of platforms and databases.
6. Provides ongoing support to District and school personnel in the resolution of data systems issues.
7. Performs monitoring and tuning of data systems performance.
8. Documents the District's data systems environment.
9. Writes code for stored procedures and scripts to integrate data among the various systems used in the District.
10. Analyzes and evaluates data systems, and makes recommendations to ensure their integration with other systems used in the District.
11. Provides ongoing support to department and school site personnel for District data systems.
12. Maintains lines of communications between and among the school sites, District locations, third party vendors and equipment manufacturers in support of the Student Information Systems.
13. Coordinates data systems training for District employees.
14. Maintains the security and integrity of data systems used throughout the District.
15. Creates protocols and standards to help protect the confidentiality and proper access of information stored on data systems.
16. Follows district policies and procedures.
17. Participates in district in-service training as required.
18. Knows and understands the Mission and Core Values of the district.

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Essential Functions Continued:

19. Performs other related duties as required.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to stand for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds occasionally up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
11. Able to demonstrate manual dexterity necessary to operate a calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Possess and maintain a valid and appropriate California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
2. Must use safety equipment and devices designated for this position.

TERMS OF EMPLOYMENT: 12-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy. The Superintendent or designee will complete the evaluation.

Approved by: Board of Education Date: 10/14/25

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**