
TITLE: Data and Information Systems Administrator

QUALIFICATIONS:

1. High School Diploma required or Associates Degree or higher preferred.
2. Must have four years' combined post graduate education or certification and experience necessary to perform the job related to an enterprise level daily system administration of operating systems in test and production settings, including server configuration, file systems, devices and device drivers, data communications, monitoring, security, and basic networking.
3. Must possess four years' experience with enterprise level daily system administration of operating systems in test and production settings, including server configuration, file systems, devices and device drivers, data communications, monitoring, security, and basic networking.
4. Minimum 2-years' experience managing a student information system. Must have at least 1- year of student information systems (SIS) experience and 2-years of database administration experience.
5. SQL, scripting, HTML, and reporting skills. Web application development desirable.
6. Academic software knowledge and experience (LMS, Content Management Systems, etc.)
7. Experience with Learning Support and Student Safety systems and/or other types of data analysis systems.
8. Experience interpreting complex data and presenting using user-friendly tools or data dashboards.
9. Experience managing Google Enterprise environment, Office 365 Enterprise, and Mobile Device Management systems.
10. Experience with Microsoft Azure cloud computing services.
11. Demonstrated knowledge of information systems security and monitoring software.
12. Strong organizational, analytical, and problem-solving skills.
13. Certification in any of the following: CompTIA Security+, Cisco Network Associate, Microsoft Certified Solutions Expert/Developer, Certified Ethical Hacker, Microsoft SQL Server Certification
14. Such Alternatives to the above qualifications as may be appropriate or acceptable.
15. Previous Experience in supervisory role preferred.

REPORTS TO: Assigned Administrator

POSITION RESPONSIBILITY: To coordinate and manage staff to provide high-level technical leadership in the planning, implementation, and ongoing support of district network operations and technology initiatives.

Job Goal: The Data and Information Systems Administrator designs the district's system architecture. Contemplating future needs and requirements, the Data and Information Systems Administrator plans, manages, implements, monitors, maintains clients, and production of all enterprise systems. The Data and Information Systems Administrator is also responsible for developing, implementing, and overseeing policies and procedures to ensure integrity, security, and availability of core information systems.

JOB DUTIES:

1. Collaborates with the Technology Coordinator in the evaluation and selection of digital curriculum program options to ensure the compatibility with existing systems.
2. Maintains effective communication with all stakeholders in relation to information systems.
3. Provides effective leadership and assistance at the district level to ensure enterprise systems are developed, implemented, and maintained.
4. Responsible for developing, maintaining, and improving operating procedures to improve efficiency and effective use of school resources.
5. Serves as overall administrator of the district's core information systems and services. Plans, tests, implements, secures, and provides troubleshooting support.
6. Develops the necessary tools, processes, and documentation needed to maintain movement towards current strategic goals of the district. Research new developments in the field as necessary in order to improve tools and processes.
7. Installs, manages, monitors, and integrates various server and client operating systems. Performs scripting and programming tasks.
8. Administers a variety of database systems.
9. Provides systems monitoring to track technology and data across the district.
10. Provides performance tuning to ensure high levels of data and system availability.
11. Administers data backup, disaster recovery, security, and data compliance strategies.
12. Writes technical instructions and documentation.
13. Provides ongoing technical training and mentorship to other Technology Support technicians as needed.
14. Manages external relationships/contacts with vendors and consultants in collaboration with Information Technology Department Administrators and Managers.
15. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
16. Maintain the current PowerSchool and PowerTeacher Pro environments, including user accounts and security groups/roles, and recommend improvements in processes and workflows according to PowerSchool best practices.
17. Plan and execute basic and advanced database functions as required/related to systems operations.
18. Create and maintain advanced reporting capabilities within PowerSchool.
19. Lead the research, analysis, requirements, design, testing and implementation of new PowerSchool-related features, customizations, and add-on modules (ex: Parent Portal, PowerSchool Unified Classroom, etc.).
20. Monitor ongoing operations and data integrity and assist with student data audits.
21. Support data analysis and accreditation reporting needs.
22. Maintain appropriate system documentation on procedures and configurations.
23. Serve as Tier 2 support within district level departments on questions, customization & reporting requests, and technical problems with PowerSchool and PowerTeacher Pro, with ultimate responsibility for end user support.
24. Coordinate with other departments to administer PowerSchool, PowerTeacher Pro, and add-on modules training to administrators, faculty, and school staff.
25. Design, develop, program, and test new features and functions within the PowerSchool environment.
26. Must be able to perform advanced functions Active Directory in an enterprise environment.

