

Litchfield School District - SAU 27

POSITION TITLE: MANAGER, DATABASE & IT SYSTEMS	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>7/14/2021</i>
General Purpose:	Supports the deployment, operation, and maintenance of the District's student information system (SIS), information technology systems, and telecommunication systems.
Reports to:	Director of Technology

POSITION DUTIES AND RESPONSIBILITIES:

Reporting to the Director of Technology, the Manager is responsible for assisting in deploying and supporting the District's information technology systems. Major responsibilities include:

1. Responsible for the entire configuration, security and system administration of the Student Information System (SIS).
2. Responsible for the historical maintenance of any previous SIS, with the ability to extract necessary data from the data files.
3. Responsible for training all levels of staff in the use of the SIS as well as providing training during Teacher Orientation and staff professional development days.
4. Create Crystal Reports, SQL Queries, and ad hoc reports as required.
5. Coordinate with school principals on teacher assignments and staffing requirements for each school year.
6. Perform all scheduling set up for all schools, including the creation of multiple trials for most efficient use of resources.
7. Create, maintain, and support SIS Portal accounts for students and parents.
8. Maintain updates, plugins and third party connections.
9. Identify data problem areas and research/implement solutions.
10. In addition to the SIS, create database uploads, maintenance and training for nursing software, food service software, assessment tools, and Learning Management Systems products.
11. Ensure accuracy of data for all state and federal reporting.
12. Troubleshoot basic issues in Active Directory and Google Accounts.
13. Create how-to documentation for staff on use of SIS, Grade Books, and navigation of Portal, etc.
14. Work closely with the Director of Curriculum to ensure that the District vision is captured and implemented throughout the District.
15. Work closely with vendors to provide uploads to various systems, including transition to new online platforms.
16. Assist with the installation, maintenance and oversight of district hardware and software to meet the needs of students, staff, curriculum, administration and community in accordance with the District Technology Plan.
17. Manage backup procedures related to critical data.
18. Perform other tasks and assume other responsibilities as may be assigned by the Director of Technology.

Evaluation: Evaluation will be completed annually by the Director of Technology. Evaluation will be based on performance to goals and job description.

TERMS OF EMPLOYMENT:

Twelve month Contract. Salary and benefits established by the Superintendent.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in computer related field or minimum of five (5) years of database management experience.
2. Strong interpersonal and communication skills.
3. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, vendors, and the community.

Other Considerations and Requirements:

This position requires the employee to be able to work on multiple tasks simultaneously and with little to no supervision. This position requires the use of a personal vehicle to travel between schools on a regular basis.

Applicants will be subjected to a criminal background check required by state law.