



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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<b>POSITION TITLE</b>	Data Systems Manager
<b>F.L.S.A.</b>	Exempt
<b>REPORTS TO:</b>	Director of Technology
<b>TERMS OF EMPLOYMENT:</b>	Information Technology Salary Schedule (261 days) with benefits provided according to the classified agreement.

### QUALIFICATIONS:

- Prior experience (5 years) effectively leading the implementation, optimization, utilization, and maintenance of large information systems.
- Strong troubleshooting ability in order to identify, propose, or implement solutions to operational problems.
- Ability to prioritize and track multiple complex projects, keep current with related trends and issues, recommend and monitor solutions that support district goals.
- Experience in leading new projects and managing ongoing systems and staff to ensure operational effectiveness.
- Advanced experience with multiple computer applications; knowledge of scripting desirable.
- Experience with various data systems and structures, including: Oracle, SQL, Crystal Reports/Business Objects, Web Intelligence and Microsoft Access.
- Experience with MOSIS (Missouri Student Information System), DESE Core Data, or similar data systems.
- Energetic self-starter capable of working independently or working with a diverse group of employees and contractors.
- Excellent interpersonal skills including oral and written communication. Must be able to communicate and interact effectively with district employees, patrons and contractors.
- Willing to work flexible hours to support District needs and effectively meet deadlines and time constraints.
- Strong attention to detail and accuracy.
- Strong analytical skills.

**PERFORMANCE RESPONSIBILITIES:**

- Coordinate with various district departments to identify data needs and possible process improvements.
- Oversee the access, integration, staging, reporting, and presentation of data from multiple data systems.
- Manage and maintain comprehensive information systems, such as Student Information Systems (i.e. PowerSchool), Learning Management Systems, Financial Information Systems and Human Resource Information Systems (i.e. Weidenhammer alio).
- Lead and coordinate projects with technology department staff and contractors in order to ensure effective integration of systems and support implementation.
- Lead, coordinate, and evaluate the activities of staff toward common departmental and organizational goals, improving user effectiveness, optimizing use of system functionality, and fostering innovation.
- Oversee system development and enhancement, and the integration among systems where needed to improve organizational efficiency and effectiveness.
- Articulate a clear understanding and direction for the district data collection and reporting to district staff and establish standards for data collection consistent with best practice.
- Accurately move and validate information between data systems and provide requested information through files and reports.
- Serve as the school district's Core Data Coordinator which involves responsibility for both Core Data and MOSIS submissions.
- Develop and maintain a reporting portal(s) for staff access to school data.
- Provide and/or coordinate professional development opportunities for district personnel to maintain accurate data reporting.
- Coordinate the retention, storage and digitization of school records as required by law.

**OTHER JOB RESPONSIBILITIES:**

- Display teamwork and consensus building skills.
- Think and plan strategically, conduct needs analyses, and propose solutions.
- Work with both routine and complex reports and documentation
- Maintain confidentiality, integrity, and security of data.
- Perform other duties as assigned.