

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Database Administrator

CLASSIFICATION:

Administrator:

GEEA

ESP: _____AFSCME _____EXEMPT

DEPARTMENT:

Administration

APPROVED BY: _____

DATE: _____

REPORTS TO:

Director of Technology

GENERAL RESPONSIBILITIES

The Database Administrator oversees and maintains all District databases, including the student information system and student assessment database as well as all online instructional databases. Provides technical support, local documentation, and/or training to district users of these systems. Creates elementary school course/class information and reports scheduling and assessment data to the state. Management and coordination of the District's Google domain including leveraging/writing scripts to integrate student and staff data from internal databases such as Active Directory. Works with the Assistant Director of Technology and the Director of Technology to support and configure structures for online student assessments such as MAP and state assessments. The Database Administrator also works with the Superintendent and Assistant Superintendent for Teaching Learning and Accountability to analyze and present student assessment data.

ESSENTIAL LEADERSHIP SKILLS

- Holds and communicates a clear vision for success.
- Focuses on and is knowledgeable about teaching and learning.
- Ensures an inclusive and caring culture.
- Involves all stakeholders.
- Demonstrates ethical behavior.
- Understands the political, social, economic, legal, and cultural context of learning.

SPECIFIC TASKS:

- Oversees, manages and configures all District databases
- Collaborates with the Registrar on setting up the attendance structure and bell schedules
- Pulls and transmits data to other systems as required
- Manage report card process by creating templates, instructing users, checking inputs and process online report cards.
- Provides district staff with documentation, training and technical support for student information system.
- Integrating multiple database via scripting
- Oversees and maintains an online gradebook system in Skyward.
- Works closely with the Assistant Superintendent for Teaching Learning & Accountability to analyze student assessment data.
- Analyzes and maintains student assessment data warehouse, Educlimber.
- Utilizes a deep understanding of the student information system, Skyward, to achieve operational and educational goals.
- Assists in maintaining the District's Google for Education domain.
- Coordinates production and maintenance of Google Classroom rosters
- Assists building administrators in the creation and upkeep of student schedules in Skyward.
- Provides support to the Director of Technology when evaluating and selecting new database driven software and services for operational and educational needs.
- Works with building administrators to coordinate professional development opportunities related to student data.
- Delivers professional development to teachers and staff related to Skyward, gradebooks, attendance, report cards, and analyzing student assessment data.

KNOWLEDGE AND SKILLS

- Handle confidential information discretely and professionally
- Proficient computer skills including, but not limited to Microsoft Office Suite, Google Scripting, GAM Scripts
- Strong knowledge, skills and abilities in collecting, manipulating and creating reports related to data, information and student assessment.
- Experience in information systems management. (Skyward experience preferred or willing to learn)
- Proficient in the Google for Education administration console.
- Ability to handle multiple tasks efficiently within district guidelines while meeting assigned deadlines
- Ability to use discretion and exercise sound judgment
- Critical thinker and problem solver
- Effective oral and written communication skill and strong interpersonal skills
- Ability to exercise appropriate initiative and work independently
- Ability to prioritize and delegate tasks and projects as necessary

EDUCATION AND CREDENTIALING

- Minimum of 5 years' project management experience
- Google Admin Console Certification preferred
- Programming experience required
- Bachelor's Degree required

EVALUATION

- The Director of Technology reviews performance annually

WORK YEAR

- 260 Days

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing			X	
Seeing				X
Hearing			X	
Lifting/carrying objects weighing 5-20 lbs.			X	
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.			X	
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature