



Position Description:

Enterprise Data Systems & Data Warehouse Administrator

Salary Level: Act 93 – Range III

Contract/Benefits: Based on Act 93 Agreement

Department or Area: Accountability

Reports To: Executive Director of Assessments, Research, and Accountability

Prepared Date: March 11, 2026

Prepared by: Ijeoma Ikwunemere, Chief Performance Management and Accountability

Approved By: Dr. Carol D. Birks, Superintendent/CEO

Primary Responsibilities

The Enterprise Data Systems and Data Warehouse Administrator plays a critical role in supporting the district's enterprise data systems and integrated data environments that enable reporting, analytics, and strategic decision-making.

This position supports the management of the district's Student Information System (SIS), the development and maintenance of the district's data warehouse and reporting infrastructure, and the integration of data from multiple district systems. The role collaborates with academic, operational, and technology teams to ensure district data systems support state reporting, strategic planning, and continuous improvement initiatives.

SIS Management and Data Systems Support

- **System Support:** Support the maintenance, configuration, and optimization of the PowerSchool Student Information System to ensure alignment with district operational and reporting needs.
- **System Integration:** Collaborate with district departments and vendors to ensure SIS configurations, integrations, and customizations support district data and reporting requirements.
- **Data Stewardship:** Support the transfer, organization, and stewardship of historical records and legacy data from prior systems into current enterprise data environments.
- **User Support:** Assist in developing sustainable processes and documentation to support district staff using enterprise data systems and reporting tools.

Data Warehouse and Data Integration

- **Data Warehouse Development:** Support the design, maintenance, and optimization of the district's data warehouse and centralized reporting environments.
- **Data Integration:** Develop and maintain processes to integrate data from district systems including SIS, assessment platforms, HR systems, and other operational systems.

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- Data Pipelines: Support development and automation of data pipelines and data transformation processes that prepare data for reporting and analytics.

Data Engineering and Reporting Support

- Data Modeling and Query Development: Develop and optimize SQL queries and data models used for reporting, dashboards, and district analytics.
- Automation and Data Processing: Utilize scripting and programming languages such as Python, SQL, or Java to support data transformation, validation, and automation processes.
- Analytics Support: Collaborate with district staff to prepare datasets used for dashboards, research, program evaluation, and strategic decision-making.

Data Governance and Data Quality

- Data Quality Assurance: Support processes that validate the accuracy and completeness of district data used for reporting and decision-making.
- Documentation: Maintain documentation of database structures, data definitions, and reporting processes.
- Data Privacy Compliance: Ensure compliance with district policies related to student data privacy and security including Policy 830 (Security of Computerized Personal Information) and Policy 830.1 (Data Governance).

Required Qualifications

- Education: Bachelor's degree in Computer Science, Data Science, Information Systems, Data Analytics, or a related field.
- Experience: Minimum of 5–7 years of experience working with enterprise data systems, relational databases, or data integration environments.
- Technical Skills: Strong proficiency in SQL and relational database querying.
- Programming and Data Processing: Experience using programming or scripting languages such as Python, Java, or similar languages to support data integration and automation.
- Data Systems Knowledge: Experience working with enterprise data systems or Student Information Systems.

Preferred Qualifications

- SIS Expertise: Experience supporting or administering PowerSchool SIS or similar enterprise student information systems.
- Education Data Systems: Experience working with K–12 education data systems and state reporting requirements.
- Data Warehousing: Experience supporting data warehouse environments or centralized reporting databases.
- Data Visualization: Experience supporting data visualization platforms such as Power BI, Tableau, or similar analytics tools.

Personal Competencies

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Ethics

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. Specifically, the administrator must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The administrator is required to use hands to fingers or handle documents, telephone, etc. The employee is required to stand and walk for sustained periods of time throughout the district and climb stairs. The employee

must be capable of receiving oral communication and/or conveying details and/or important instructions to employees accurately and quickly, using good judgment.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position