

GALENA CITY SCHOOL DISTRICT

Position: Database Coordinator

Location: Anchorage

Reports to: TBD

Classification: Classified

Work year: 260 days

Salary: DOE

SUMMARY OR PURPOSE:

Assess needs, develop, test, and deploy computer programs utilizing specialized technical and business knowledge to enhance the use of the District Student Information System (SIS). Collaborate with users to define detailed requirements and system interfaces. Responsible for administration of the applications, interfaces, report configurations, servers serving the SIS and student information.

QUALIFICATION REQUIREMENTS:

- High School Diploma or equivalent is required.
- Additional computer and/or certifications are preferred.
- At least 3 years of experience working with PowerSchool programming, SQL/Oracle database administration and administration of PowerSchool SIS / PowerSchool Enrollment / PowerSchool Special Programs, and PowerSchool Forms or equivalent.
- Knowledge of programming languages and software to include Microsoft Excel, Microsoft Azure, Oracle/SQL Database design. Familiarity with standard concepts, practices, and procedures with PowerSchool suite of software.
- Patience and empathy to enable working effectively alongside users with little or no SIS knowledge.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, and individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist the Database Manager with overseeing the administration, monitoring, and maintenance of the Student Information System to ensure optimal performance, reliability, and security.
2. Assist teaching staff, registrars, and counselors with teacher gradebooks and student course scheduling.
3. Assist with setup and customization for annual assessment data with import/export configurations as needed.
4. Assist Database Manager with data cleanup and preparation/extraction of data for regularly recurring annual state reporting requirements.
5. Ensure compliance with federal, state, and local regulations regarding student data privacy and security, including adherence to FERPA guidelines.
6. Assist Database Manager with establishing and maintaining data governance policies to standardize data entry, reporting practices, and data usage among stakeholders.
7. Assist Database Manager with the integration of third-party applications to ensuring that data exchange protocols are adhered to and that the security of student information is maintained.
8. Assist Database Manager the Student Information System end-of-year and start-of-year database rollover processes.
9. Develop, pull, and customize reports that meet the specific needs of various departments, including but not limited to academic performance analytics, enrollment statistics, and compliance-related data.

10. Collaborate with IT and administrative teams to develop and implement new features or enhancements to the Student Information System as needed.
11. Participate in continuous improvement initiatives, recommending enhancements to processes and practices that optimize database management and functionality.
12. Effectively balance the immediate needs of staff with the requirement for adapting new programs, customer screens, enhancing processes, maintaining a high level of customer service and support for users at all computer skill levels.
13. Perform tasks and duties relevant to any of various roles or responsibilities assigned by supervision and determined by management to be appropriate for this position.

PHYSICAL REQUIREMENTS:

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

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually low to moderate.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____