

JOB DESCRIPTION

NEW

TITLE: STUDENT DATA SYSTEMS MANAGER

JOB SUMMARY:

The Student Data Systems Manager oversees a range of educational information systems, with primary responsibility for both the Student Information System (SIS) and the Learning Management System (LMS). This role manages critical annual processes, including End-of-Year (EOY) procedures, Start-of-Year setup, and data rollovers, while also handling system administration, security, server maintenance, and overall data management. The position is responsible for managing data integrations between the SIS and other instructional and operational platforms. Additionally, the Student Data Systems Manager drives continuous improvement by researching system enhancements and maintaining customizations and plug-ins to ensure systems remain efficient, secure, and aligned with best practices in data collection. This work supports accurate reporting for district needs and compliance with Illinois state requirements. As a key member of cross-functional teams, this role collaborates with stakeholders across the district to assess needs and support diverse user groups in effectively utilizing SIS tools and data.

REPORTS TO: Chief Information Officer

SUPERVISES: Student Data Systems Specialist

PERFORMANCE RESPONSIBILITIES:

- Manages the student data system processes and settings, including but not limited to student information management, data auditing, importing/exporting data, compliance reporting, data verification, gradebook setup, end-user support, portal management, SSO and MFA, user access roles, system health monitoring, and annual routine tasks.
- Leads the research, planning, and implementation of system improvements, including new software, PowerSchool customizations, plug-ins, and add-on modules.
- Supports data integration, automation, and orchestration from the SIS to other district enterprise systems such as Active Directory, Canvas, Clever, etc.
- Implements best practices for data collection across the district and builds data health checks to fix data incongruencies preemptively.
- Creates reports to support instructional decision-making and monitoring of district initiatives.

- Exports student data regularly and within the deadlines established by the state and federal reporting systems, such as IWAS.
- Ensures the information loaded to the state and federal systems is accurate and in compliance.
- Monitors state and federal reporting requirement changes and ensures the SIS is ready to collect new or updated information.
- Maintains appropriate system documentation on procedures and configurations.
- Troubleshoots and work with vendors' product support to resolve technical issues.
- Collaborates with the Network Administrator to maintain current SSL certificates on all PowerSchool servers and ensure optimal system performance.
- Partners with district staff to identify and implement PowerSchool integrations that support district initiatives and improve operational efficiency.
- Provides support for all PowerSchool and PowerTeacher users (students, guardians, staff, teachers, and administrators).
- Ensures data security and confidentiality in accordance with organizational policies, FERPA/HIPAA (if applicable), and regulatory standards.
- Perform other tasks and duties as assigned by the Chief Information Officer.

QUALIFICATIONS:

- Intermediate to Advanced SQL scripting, HTML, and reporting skills
- Experience working with PowerSchool Administrator, including navigation, system procedures, and data table management.
- Familiarity with PowerSchool modules such as PowerTeacher, Gradebook, ReportWorks, and PowerScheduler.
- Ability to develop custom SQL queries to extract and export multi-table, template-based datasets.
- Experience customizing PowerSchool using HTML, including the integration of embedded SQL queries.
- Experienced in all aspects of the data integration process: ETL (Extract, Transform, Load)
- Excellent documentation and data organization skills
- Excellent inter-personal communication and collaboration skills across all district staff levels.

SALARY RANGE: \$90,000 - \$110,000

PHYSICAL REQUIREMENTS: The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend, and be able to lift up to 30 pounds.

TRAVEL REQUIREMENTS: The individual will need to provide their own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12-month position. Salary to be established in accordance with the procedures established by the Superintendent.

FLSA STATUS: Exempt

PERFORMANCE EVALUATION: Performance of this job will be evaluated in accordance with the procedures established by the Superintendent.