



Royal Oak Schools announces the following open position:

Student Data Manager
Board of Education Office

Position Summary: The Student Data Manager is responsible for directing and managing all administrative and technical student information functions for Royal Oak Schools. This will include additional website support. The Student Data Manager will report to the Deputy Superintendent of Curriculum and Instruction.

QUALIFICATIONS AND EXPERIENCE:

- Degree in Management Information Systems or related field.
- Demonstrated successful administrative or leadership experience in student data management.
- Fluent in the use of database technologies, particularly MIStar.
- Demonstrated experience in successful project management.
- Ability to exercise sound judgment and make decisions in a manner consistent with district vision, mission, and goals.
- Excellence in communication skills, written and verbal, with demonstrated attention to detail.
- Prior work experience with a public school district or other public sector employer preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Upload/manage student and staff rosters for district-wide purchased platforms and assessments, including, but not limited to, BAA, IReady, AIMSweb, Clever, Canvas, and Atlas Rubicon.
- Assist in the district's efforts in TSDL (Teacher Student Data Linking) reporting
- Perform other duties and responsibilities as assigned by the Superintendent.

SALARY: \$57,468-\$59,863 (commensurate with experience)

REPORTS TO: Deputy Superintendent of Curriculum and Instruction

APPLICATION PROCEDURE:

EXTERNAL APPLICANTS: Please apply through the Oakland Human Resources Consortium at

<https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?choosedistrict=true&applitrackclient=46169>

INTERNAL CANDIDATES: Please follow this link to express your interest:

<https://forms.gle/eZL1PR5qa3h2owus6>

APPLICATION DEADLINE: Friday, October 24, 2025 at 4:00 or until filled

Royal Oak Schools does not discriminate based on gender, color, national origin, religion, age, height, weight, sexual orientation, marital status or otherwise disabled individuals with respect to District education programs, activities and employment practices.

Royal Oak Schools is committed to racial equity and social justice and is driven to act on these core values. Applicants must be able to recognize ways our identities intersect and play out in the communities we serve and must demonstrate the cultural competency to work with a diverse team and effectively partner with historically marginalized communities.

10.16.25