



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Information Technology and Database Specialist**

The Information Technology and Database Specialist is an integral member of both the Technology Department, Advancement Department and Admission Department. Reporting to the Information Technology Manager, the ITDS is responsible for assisting the IT manager with the day to day support of IT systems and services as well as providing database maintenance and management for school personnel. The ITDS is accountable to the Director of Operations.

#### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Head of School and administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence in all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the parent/student handbook and employee handbook.
- Attends faculty and administrative meetings as needed.

#### **DEFINITION:**

Under the direction of the Information Technology Manager this position manages the Blackbaud/Whipplehill database and all of its components. This role will assist with helpdesk support and will escalate requests as needed to other members of the technology department. The Database Manager will also assist the admissions, advancement, and marketing departments.

#### **DUTIES:**

- Support integration of the Blackbaud database as the primary school information system.
- Provide professional development for employees, in the form of trainings and step by step documentation
- Identify, document, and resolve data quality/data integrity issues.
- Develop, test, and document mappings and workflows for best practices.
- Migrate, import, and export data
- Direct the work of others within the scope of the school information system.
- Manage data workflow, including data security, user permissions, single sign-on, and system integration
- Assess the needs of the school with respect to its systems and applications, and make recommendations for future technologies
- Support and train the marketing department as it relates to updating web pages
- Act as webmaster for the school in assisting with login and user related issues.
- Provide reporting to key administrators as needed
- Assist with production application deployment and support.
- Track and maintain accurate records of all technology assets and purchase history

- Assist in the design and implementation of new systems.
- May need to work off-hours periodically and/or participate in an on-call rotation.
- Plan, organize and supervise the operation of school databases
- Collaborate with school personnel to develop systems and processes for data collection and reporting
- Support and collaborate with other members of the technology team
- Other projects/tasks assigned

### **QUALIFICATIONS:**

- Knowledge of PC/Mac computer platforms; software programs including word processing, spreadsheets, databases, applications & theory, multi-media presentations, and instructional software in various subject areas.
- Familiarity with K-12 curriculum, instructional strategies, and the relationship of technology to these areas is a plus.
- Current methods, practices, equipment, and supplies used in technology and instruction in a school setting.
- Principles and practices of administration, including office and personnel management and budgetary practices.
- Current working methods and procedures used in technology.
- Principles of systems analysis, network administration, and web pages.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree or equivalent work experience.
- Experience maintaining or managing databases, particularly Blackbaud and Whipplehill
- Experience generating reports and exports from databases
- Experience managing and maintaining learning management systems
- Excellent verbal and written communication skills.

### **KNOWLEDGE OF THE FOLLOWING TECHNOLOGIES IS A PLUS:**

- Blackbaud (Education Edge, Financial Edge, Raiser Edge)
- Whipplehill
- Microsoft Windows SQL Server
- Microsoft Windows 7 / 8 /10
- Microsoft Active Directory
- Apple Mac OS X

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight or up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Ability to climb stairs, walk, and sit for extended periods of time. Ability to climb a ladder for purposes of inspection when necessary.

**Vision:** See in the normal visual range with or without correction. Ability to read printed matter and computer screens.

**Hearing:** Hear in the normal audio range with or without correction. Ability to hear and speak to conduct group training and to exchange information in person, electronically and on the telephone. Ability to understand speech at normal levels.

**Hours:** Twelve-month, non-exempt hourly employee

**Reports to:** Information Technology Manager      **Accountable to:** Director of Operations

This is a full-time, hourly non-exempt position. Hourly range is commensurate with experience and education. Please send a cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org).