

**ALEXANDER CITY SCHOOLS**  
JOB DESCRIPTION

JOB TITLE: **District Database Specialist**

REPORTS TO: Deputy Superintendent

SUPERVISES: N/A

**QUALIFICATIONS:**

1. Bachelor's degree in computer science, or related field, preferred.
2. Minimum of three years of successful experience with database management. Experience in management of student information systems in a K-12 environment preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Technical knowledge to provide support of student records software.
2. In depth, hands-on knowledge of and experience with database systems.
3. Proven experience troubleshooting a student records database and providing support.
2. Experience with running query of database for reports management.
3. Ability to operate effectively in a team environment.
4. Ability to maintain confidentiality.
7. Ability to communicate effectively verbally and in writing using correct grammar, spelling and business English.
8. Understanding of state mandated requirements for student data recording, reporting, and archiving.

**JOB GOAL:**

To manage the operation and integrity of the district student databases and other network software. This includes providing leadership, training, and support to end users in the organization and to the public.

**PERFORMANCE RESPONSIBILITIES:**

1. Manage, maintain and support the district's student information system.
2. Works closely with administrators, schools and other departments in facilitating in-house and external requests for data.
3. Broad understanding of the following for effective operations of the system:
  - a) State law and policies
  - b) Grade Book - Grading and Weight Distribution for tests
  - c) College and Career-Ready Standards/Portal
  - d) Data Governance
  - e) State Management System - needs understanding of course codes, student records, student registration, teacher/class schedules, LEAPS which also has to do with scheduling and teacher certification and course offerings, transcript requirements, attendance reporting, etc.

4. Setup, manage and troubleshoot features within the student information system in support of critical educational processes such as registration, course scheduling, and grading.
5. Query data to address specific information for schools and central office such as reports from student data for use in building the Continuous Improvement Plan (CIP).
6. Manage and check student data collection for the district including maintaining files for each school year on attendance, enrollment, dropouts, Principal's Attendance Register, SIR, transfers, and withdrawals.
7. Create and submit all state reports required from student information system.
8. Administer and maintain user permissions, group permissions and passwords for multiple school system databases.
9. Communicate regularly with building office staff, registrars, nurses, attendance clerks, counselors and other users to keep them current on procedures and technology related to the student records database.
10. Coordinate and conduct staff training related to the use of student databases.
11. Handle confidential documents in an appropriate manner; maintains confidential files and records such as employee and student information; enters employee and/or student information to computer as assigned.
12. Performs other related duties as required.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Contract term: 240 day  
 FLSA job type: Exempt

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

***It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_