



COMMUNITY SCHOOL
of Naples

Database Manager

Community School of Naples (CSN), is currently seeking an experienced Database Manager. This position requires a BA/BS or higher with additional training and/or certification in database management a plus. Two to four years of database management experience is required and must include experience in school information systems. The successful candidate will be responsible for establishing and maintaining the ongoing database system and data integrity. This position works closely with CSN's Business and Admissions/Advancement Offices to ensure accuracy of all database information including student, parent and alumni accounts and integration of data to other partner vendor systems.

Duties include but are not limited to the following specific functions:

- Fully manage and administer the database information and interface functions to maintain the CSN database with a keen focus on the Student Information System - SeniorSystems (SS) that integrates with the Schoology Learning Management System (LMS) and other systems including the website hosted by Finalsight, Ravenna, TalentEd, Naviance and Follett
- Ensure back-end checks and reviews of database information and functioning, including annual reviews and end of year rollovers of all necessary constituent and financial data
- Develop and implement database queries and data exports in response to requests for information including providing timely academic records/reports
- Design and create custom reports utilizing reporting tools, templates and forms
- Perform data entry and continuously check on the integrity and security of data entered, especially in SS and the flow data to other systems
- Conduct regular data clean-up needs based on established database standards and procedures
- Provide daily information updates as needed to ensure accuracy of database queries, exports and reporting
- Manage all technical issues through deep understanding of the database functioning and close working partnership with the database vendor.
- Plan for future database needs with other colleagues using the database. Beyond the focus of day-to-day activities, the evolution and improvement of the database is critical. As technology evolves, this role must stay current with software and hardware that can improve the success of CSN's mission.
- Build relationships with external IT partner vendors including negotiation of costs and services beyond the yearly contract. Address any issues that may arise with the database cloud-based hosting company.
- Provide support to all database users including parent/student/faculty/staff
- Establish and manage login credentials and database user information
- Reset passwords as needed – respond to all login access/account issues and troubleshoot on a daily basis the SeniorSystems database including MyBackPack (MBP), the MBP App and Radius for Parents, Students and Faculty/Staff
- Ensure complete data privacy
- Create, maintain and manage the distribution lists for all electronic communications, including divisional and departmental mailings, newsletters and communications from Head of School
- Work with College Counseling to upload/refresh student data to Naviance and data import to Magnus for school forms utilized by the Nurse
- Maintain the Emergency Notification System with a feed from SeniorSystems

- Upload student and faculty photos to Senior Systems while managing feed to LMS -Finalsite and MyBackPack/Radius – keeping the photos and student id cards current in the media files
- Participate in IT planning meetings to collaboratively discuss enhancements & system upgrades
- Engage in professional development training and when needed, include primary database admins
- Student Information System experience required with working knowledge and understanding of a database system such as SeniorSystems
- Familiarity with a Learning Management System (LMS) – such as Schoology or similar LMS
- Strong attention to detail with ability to work quickly, accurately and well under deadline pressure
- Excellent organization, documentation, verbal and written communication skills
- Ability to work well with others and as part of a team while supporting a wide range of user skill levels
- Ability to coordinate multiple assignments simultaneously, be self-motivated, remain confidential, and flexible
- BA/BS degree or higher advanced degree in a related field

Compensation and Benefits

This appointment will start when agreed upon, preferably by mid to late June 2022. It has not yet been determined if this will be a full time or part time position. It is paid on a salary basis, commensurate with experience, degree attainment, and qualifications. All employees are eligible to participate in CSN's generous 403(b) retirement program as well as Aflac, Legal Shield and pet insurance. Full-time employees are eligible for our competitive benefits package, including medical, dental, vision, disability, AD&D, and life insurance. Please visit our website for more details about the benefits of a career at CSN.

Applying

Please apply via our online application portal only:

<https://communityschoolnaples.tedk12.com/hire/index.aspx>

Please include a cover letter, and references as well as instructions about contacting your current employer. If needed, your cover letter and additional supporting documents may be emailed to dpainter@communityschoolnaples.org. They will be forwarded to the selection committee.

- ***Community School of Naples is an Equal Opportunity Employer.***
- ***Fingerprinting and background checks are a required part of CSN's employment eligibility process.***