Data Manager

Employer

Arkansas City USD 470
2545 Greenway Rd
Arkansas City, KS 67005

Job Description

Position Type: Full Time

Job Goal

The Data Manager plays a key role in managing and maintaining the district's technology systems, ensuring smooth operations and seamless integration of various platforms. This position oversees the administration of the district's Student Information System (SIS), supports security technology, manages third-party system integrations, and serves as a backup to the Director of Technology. A key aspect of this role is collaborating with staff, administrators, and departments to ensure technology effectively supports district operations.

Key Responsibilities

- Student Information System Administration:
    - Serve as the primary administrator for the district's SIS (currently PowerSchool SIS).
    - Perform system updates, audit settings, and manage user access.
    - Work closely with school administrators, counselors, and staff to ensure accurate data reporting and functionality.
    - Utilize SQL to write queries, extract data, and create custom reports to support district decision-making.
    - Oversee student registration, summer school setup, and annual system rollover.
- System Integration & Account Management:
    - Manage account integration with district-approved educational tools and services.
    - Ensure seamless data syncing and secure user access across platforms.

- o Coordinate with curriculum and IT teams to align technology with educational goals.
  - o Oversee the adoption and configuration of new technologies and software platforms.
  - o Ensure compliance with all relevant federal and state data privacy laws (e.g., FERPA, COPPA).
- Collaboration & Support Across Departments:
  - o Act as a key technology resource for school administrators, teachers, and support staff.
  - o Provide training and guidance on the effective use of SIS features and reporting tools.
  - o Work closely with district leadership to understand technology needs and implement solutions.
  - o Collaborate with HR and other departments to maintain accurate staff and student records.
- Security Technology Support:
  - o Partner with the district security department to manage and monitor systems.
  - o Ensure proper operation and maintenance of security technologies - video surveillance, vape detection, building access systems, wireless networks, and emergency communications.
- Technology Leadership & Support:
  - o Serve as a backup to the Director of Technology.
  - o Assist in troubleshooting and resolving technical issues as needed.
  - o Support technology initiatives to enhance district operations.
- Other duties as assigned.

Qualifications:
- Bachelor of Science (BS) degree that focuses on computer science and software, technology certifications, or equivalent work experience.
- Experience with student information systems, data management, and SQL.
- Ability to write SQL queries to create reports and analyze data.
- Strong problem-solving skills and attention to detail.
- Excellent communication and collaboration skills to work effectively with various departments and stakeholders.
- Experience training and supporting staff in technology use.
- Knowledge of security technology systems is a plus.

- This job requires frequent sitting, standing and lifting items up to 20 lbs. It occasionally requires the use of a ladder.
- Valid Driver's License and a clean driving record.
- Ability to pass a background check.

Preferred Qualifications:
- Experience in a school district or educational technology environment.
- Familiarity with data privacy regulations and best practices in K-12 education.
- Experience with the E-Rate program, including understanding funding processes and compliance requirements.

This institution is an equal-opportunity employer.

Application Instructions: [Here](#)