

JOB DESCRIPTION

TITLE: K-12 Data Systems Manager

REPORTS TO: Director of Learning Innovation and eLearning

CONTRACT DAYS: 195 days

WORKING HOURS: Sunday through Thursday: 7:45 a.m. to 4:00 p.m. and 4:30 p.m. on Tuesdays.

Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

INTRODUCTION:

The American Community School of Abu Dhabi (ACS) is a nonprofit, college preparatory institution, driven by student learning. Our American based curriculum promotes excellence in academics, athletics, and the arts. We have a diverse community of almost 1220 students and 230 faculty and staff members representing over 60 countries. ACS is accredited by the Middle States Association of Colleges and Schools and is authorized by the International Baccalaureate Organization to offer the prestigious IB Diploma Program in grades 11 and 12.

RESPONSIBILITIES:

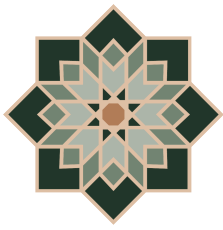
The K-12 Data Systems Manager (DSM) has specific responsibility for the systematic implementation and use of a school-wide Student Information System (SIS) and for providing all facets of service to academic affairs at ACS. The system that we currently have in production is named Veracross. This position is accountable for the day-to-day operations, strategic planning and decision-making for the SIS, quality control, and participation in the overall improvement of SIS data entry methods and practices. The DSM reports to the Director of Learning Innovation and eLearning and coordinates implementation of SIS with the school Administrators, counselors, teachers, Business Office, Human Resources, and the SIS user group. Additionally, the DSM will lead projects around the implementation and maintenance of educational data systems, including support to the Office of Learning to provide data systems to allow for learning analytics to occur.

Position Duties:

Maintain Data Integrity

- i. All aspects of data correction initiatives and activities, including evaluation and system testing.
- ii. Timely data audits, monitoring, analysis and reporting of various data categories to maintain data integrity and data correctness requirements at ACS.
- iii. Actively participate, communicate, and train the establishment and adherence of standards and best practice to ensure smooth functioning of all the modules and functions pertaining to student enrollment, demographics, attendance, grades, teacher grade books, report cards, transcripts, student schedules, teacher schedules, pictures, school calendar etc. Also, updating staff status and accordingly giving login and access rights to them.
- iii. Helping out the Health Office with data in respect to the SIS.
- iv. Helping out School offices in their yearly student and staff schedule preparation for the next school year.
- v. Develop, test, implement and evaluate all related functions of SIS.
- vi. Enable teamwork, collaboration and information sharing to foster better utilization of the SIS.
- vii. Identify and classify SIS data elements according to their relative importance, their entry method (user input, programmed, import/export) and their applicable validation rules.
- viii. Interfaces with academic, student, and financial affairs, including all subsystems within these areas.
- ix. Prepare contingency plans for system glitches, breakdowns, trial runs, and innovation, and fully communicate these plans to user groups.
- x. Propose budgetary information and requests in a timely fashion for SIS software





maintenance.

xi. Scheduling, advising and coordinating daily activities to generate maximum productivity of SIS.

xii. Uploading updates/addendums/PMPs/RMAs to keep the software up to date and sending tutorial notes to the concerned people.

xiii. Communicating with Parents: Informing parents about their login information, updating their contact details and help them access information out of SIS.

xiv. Overseer and quality control of SIS development and upgrades. All development and customizations begin with the DSM who works with developers and departments to deploy changes in the SIS.

Training and Support

i. Provide support for administrators, teachers and non-teaching staff in student & family information, health records, student and family access on the Internet, attendance, grade books, schedules, transcripts, grades, and test scores.

ii. Provide relevant data support to other Tech team members for their projects like helping the technology developers for online conference scheduling, Board Elections, Student elections, After school activities or Software specialist to set up staff and student emails or for any other project.

iii. Provide backup support and training for tech coordinators, administrators, and non-teaching staff.

iv. Providing support to SIS Finance Specialist with regards to any troubleshooting whenever required.

v. Provide or develop procedural documentation and training as required to support or enhance integrity standards.

vi. Planning, preparing & providing training in SIS software to new faculty, staff and parents.

vii. Provide SIS data/business processing support while mentoring and motivating ACS SIS users.

viii. Learning & planning for employee training in various upgrades, transitions, and changes within the software.

Reporting

i. Coordinate SIS usage with other administrative applications, generating various student related reports, admissions information, and system security.

ii. Generating data from Social Media platforms for all the divisions, required as a part of the Emergency procedure.

iii. Develop and provide statistical and/or analytical student data reports.

iv. Provide standardized and required reports on data and system transactions to SIS team members, teachers, and partners.

v. Provide assistance to staff to ensure a smooth exchange of information through imports or exports between other applications. Working with APIs and other data transfer methods to ensure appropriate data.

vi. Working on various projects as per the requirement of the situation.

Teamwork

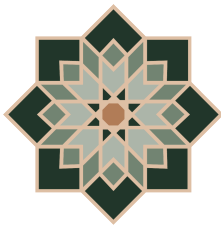
i. Upgrade, improve, or correct problems with software.

ii. Represent ACS at users group meetings and conferences.

iii. Keep abreast of the evolution of the SIS database and related data processing/transfer mechanisms in consultation with the Director of Learning Innovation and eLearning.

iv. Stay informed of updates in the SIS system to provide new options of how the SIS may support other data/workflow needs.





- v. Keep the staff and administration fully informed of projected and actual developments with SIS in a timely manner, securing input in a timely fashion and reordering priorities as necessary.
- vi. Learn about SIS data elements and their interaction with operations (educational and financial).
- vii. Maintain communication with all user groups, informing them of decisions and the action of SIS timetable for implementation.
- viii. Support user workgroups to share knowledge and set priorities for the system(s).
- ix. Working with server and web teams to provide consistent workflows, upgrades and user experiences.

SKILLS and QUALIFICATIONS:

- English Speaker.
- A bachelor's degree from a school that is recognized by a national accreditation agency.
- Positive attitude, detail oriented with good multitasking and organizational ability.
- Demonstrated experience in technology at schools.
- Openness and warmth in working relationships with faculty, staff, and students expressed through excellent interpersonal communication skills.
- Ability to work as part of a professional team of teachers, administrators, and other school stakeholders.
- Ability to acquire new knowledge/skills rapidly.
- Ability to set direction independently.
- Ability to work cross-culturally with ethno relativism in mind.
- Adaptability to work with innovative technologies.

EXPERIENCE: Five years of experience working on educational software and reporting standards for student data. Experience and understanding of SIS software and user needs. Preference will be given to candidates with specific experience of implementing IT systems and SIS in educational settings.

WORKING CONDITIONS: Daily interaction with faculty, staff, parents, trustees, and volunteers. After-hours and special events support is occasionally required. Problems that arise that are mission critical must be resolved as quickly as possible and may require work outside of normal business hours. The rollover of the new school year is completed in the summer, in July.

