JOB DESCRIPTION
San Leandro Unified School District

Database Administrator

Purpose Statement

The job of Database Administrator was established for the purpose/s of supporting the educational process with specific responsibilities for managing the district's Student Information System; building, managing and troubleshooting databases; managing and troubleshooting data warehouse and/or operational data stores; integrating the district's systems with internal and external systems; and developing queries and reports.

This job reports to the Director of Technology Assessment, Research & Evaluation.

Essential Functions

- Manage, maintain and support the district's Student Information System.
- Set up, manage and troubleshoot features within the Student Information System in support of critical educational processes such as registration, course scheduling and grading.
- Administer and maintain user permissions, group permissions, and passwords for the Student Information System.
- Develop SQL queries and associated scripts or processes to facilitate integration between the district's Student Information Systems, or other critical systems, and other internal or external systems.
- Create reports using complex SQL procedures to facilitate data-driven improvements to business and educational processes.
- Maintain and support multiple databases and/or data warehouses.
- Analyze potential Database Management System applications to determine feasibility, requirements, and cost-effectiveness in support of providing students and staff high quality and up-to-date technology services.
- Design, develop, maintain, and control the standards for database information and its usage; create and maintain database security, integrity, reliability and availability; monitor performance and capacity requirements.
- Develop and maintain written procedures and documentation to support the effective and efficient operation of the department.
- Review and assist in the development of proposals, designs, programming and implementation phases of applications added to database systems in support of providing students and staff a variety of high-quality technical options.
- Design the overall structural design of database systems at both the logical and physical levels, working with users and technology staff.
- Develop, design, coordinate, and write necessary programs, tasks and documentation providing for backups, reloads, recovery, reorganization, timely updates and restructuring of database systems.

- Debug, troubleshoot and correct problems in a reasonable, timely manner and provide solutions to resolve issues to meet the needs of users.
- Interact with vendor support to obtain information for the efficient operations of system applications and other related equipment or programs.
- Establish and maintain data dictionary systems.
- Support the district with timely and accurate responses to technical questions and issues concerning database systems and structures.
- Install, test, maintain, upgrade, reorganize and patch software related to database systems to ensure the effective operation of programs.
- Train and provide clear direction and guidance to others as required in support of professional learning.
- Participate in projects, teams, and meetings.
- Creates and schedules a variety of standardized and customized reports on a scheduled or ad hoc basis (e.g. CALPADS, OARS, SBAC, CAHSEE failed test reports, SARC graduation database, early warning system for student dropouts, free and reduced meal program, special education levels, etc.) for the purpose of producing state and district mandated reports and distribution to appropriate parties in an efficient and timely manner.
- Inputs data into student information system and ancillary programs (e.g. SBAC, ILLUMINATE, ARIES, eTrition etc.) for the purpose of ensuring availability and accuracy of data in compliance with established guidelines and mandated requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: relational databases, record structures, media input and output devices; and current generation and legacy application programming methodology including object based design, operating systems, protocols, and programming languages, process and data modeling techniques; database theory; and project management.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required

to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities; working with frequent interruptions; and applying logical processes and analytical skills.

Responsibility

Responsibilities include: working under the direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required. Experience working with Student Information Systems and/or in a K-12 environment is preferred.

Education Certificate in Information Systems, or Computer Science or related field supplemented by college-level courses, Targeted, job-related education with study in job-related area.

Equivalency: Four years of recent, progressively responsible experience in data analysis, database administration/management or programming.

Required Testing

Must pass district's qualifying exam

Certificates

Pre-Employment Training

Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Screen

Salary Range 55