

Student Information Manager

Responsibilities:

- **Data Management:** Audit data reports for compliance, ensure reliable reports can be created to meet applicable requirements, determine system protocol and standards (i.e. field labels and structure); ensure that regular backups of data are applied.
- **Systems Development:** Monitoring of the student information system and audit for compliance with applicable requirements; implement recommendations and ensure that the system is flexible to meet user needs; incorporate user input and feedback to develop plans to enhance the system.
- **User/Client Support:** Anticipate and address user concerns; create viable solutions to meet business requirements; prepare and direct the training of users on the system.
- **Team Management:** Coordinate with school staff to facilitate smooth operations and processes when collecting and reporting on student information. Provide feedback, coaching and developmental opportunities to ensure the team's successful performance.
- **Maintain confidentiality of student records.**
Work with School Operations Managers to understand their data needs and system requirements. Liaise with technology team to receive feedback on system and work together for problem solving.

Qualifications:

- **Education:** Bachelor's Degree strongly preferred.
 - **Preferred skills and work experience:**
 - Experience in K-12 education.
 - 5-7 years of experience.
 - Experience with information systems and databases.
 - Experience translating business needs and requirements into information system.
 - Knowledge of relational databases and data management processes.
 - Ability to oversee and manage state mandated reports.
 - Experience with developing standards and managing audits against standards.
 - Experience with developing and delivering end user training on data systems.
 - Staff management experience.
 - Demonstrated managerial leadership experience of cross-functional teams.
 - Demonstrates a strong sense of urgency through prioritizing and following through on commitments.

- Demonstrates the ability to implement and monitor relevant work procedures consistent with defined internal and external standards.
- Demonstrates a clear perspective on process flow components and how they interact.
- Demonstrates flexibility and ability to shift priorities to address changes in events or assigned goals.
- Strong interpersonal skills.
- Recognizes people who may be of critical importance to achievement of team objectives and involves them to get their input.
- Seeks opportunities to share information for the benefit of others; seeks the input of others to encourage participation, both within and outside the team.