

Educational Data Systems Manager

Bishop O'Connell High School is currently seeking a full-time **Data Systems Manager** to support data management and integrations across the school's portfolio of student data applications, including PowerSchool, SchoolAdmin, and electronic health records.

Position Overview

The Data Manager will be part of the IT Team and will closely support school staff and management, ensuring that they have access to the data and information that they need to make data-driven decisions. S/he will be responsible for managing the collection, integrity, and dissemination of student data to various internal and external stakeholders. The Data Manager will report directly to the Director of IT Services. You will work with and learn from highly skilled and experienced IT professionals. Candidates must meet or exceed the requirements listed below.

What you will do...

Data Systems and Strategy

- Oversee student information systems, including: PowerSchool, SchoolAdmin, Raiser's Edge, FinalSite LMS, and Magnus Health Records
- Understand the data flows and ensure working connections between systems
- Identify opportunities to better integrate and leverage our existing applications and data stores
- Work with staff and administration to plan and prioritize short-term and long-term data needs
- Identify and communicate best practices for student information management
- Regularly serve as a formal team member during reviews of potential application purchases and school initiatives which involve technology
- Assist with the overall goal of moving to a seamless, online experience for parents, students and teachers

Data Processes and Data Management

- Evaluate, streamline, document, and implement processes for effective data management.
- Assist in training faculty and staff in using the student data applications under his/her authority
- Train and support school-based staff on data entry and maintenance procedures to ensure data accuracy
- Perform regular data quality control audits. Resolves data quality issues in partnership with colleagues
- Manage relationships with student data vendors

Data Integrity and Security

- Ensure the integrity and security of student data
- Enforce school policies for data security, sharing, and integrations
- Develop and maintain clear documentation to ensure consistency of data definitions and procedures around data collection and reporting
- Oversee or manage account creation and security privileges for a wide variety of academic information systems
- Other duties as assigned

What you should have...

The ideal candidate for this position has sound judgment, enjoys helping others, loves to learn, exhibits ability to maintain confidentiality of sensitive information, pays close attention to detail, possesses exemplary oral and written communication skills, and embraces continuous improvement and innovation. Additional skills and qualifications include:

- Bachelor's degree required
- Experience with PowerSchool SIS
- Strong analytical and adaptive problem solving skills; High proficiency in Excel-based data manipulation required
- Strong understanding of data systems and architecture required; experience with designing and manipulating data within a structured database environment a plus
- Understanding of educational data and data systems, including SchoolAdmin, Raiser's Edge, FinalSite LMS a plus
- Willingness and desire to learn new computer/data programs and systems
- Experience with Google Apps a plus
- Ability to understand applications and databases holistically, with a focus on integrating information into an integrated body of knowledge
- Ability to work with end users using a customer-focused approach
- Articulate, professional demeanor with strong self-confidence and initiative. Able to work collaboratively with multiple stakeholders ranging in knowledge and experience with data / tools
- Resilience, strong work ethic and outcomes orientation—demonstrated ability to balance competing priorities under stress and follow through to deliver unfailing excellence, despite tight or unexpected deadlines and circumstances

This is a full-time, on-site position, located in Arlington, VA. The position is available immediately and includes health and retirement benefits through the Diocese of Arlington. To be considered, please forward your resume and cover letter to employment@bishopoconnell.org.