JOB DESCRIPTION

TITLE: Database Supervisor

QUALIFICATIONS:
- Bachelor's degree preferably in Technology or Computer Applications
- Experience with software management preferred
- Good physical condition with the ability to lift 10 pounds

JOB GOAL: Provide support and oversee the major processes of current student management system of the District

REPORTS TO: Director of Personnel, Accountability, & Special Projects

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:
- Use the School Board Policy Manual, Public School Accountability Standards, and Mississippi Code as the directives for operations
- Work cooperatively with all staff
- Be the student information system in- house authority
- Receive from Central Access (CA) train-the-trainer type instruction throughout the year
- Attend to all details of setup and security for MSIS and SIS
- Support and train school level personnel and backup district staff
- Act as the communication 'funnel' for the rest of the district
- Work with district level administration to set timelines, deadlines, district procedures, etc., and to communicate this information to all other users and CA
- Keep all scripts and designs within the system updated
- Test new procedures at the district level before releasing them to the schools
- Keep the SIS program updated
- Do a client 'push' for instructional programs to ensure all schools are current
- Oversee the major processes with SIS and MSIS
- Act as troubleshooter to work with CA as issues arise and manage district call out system
- Perform such other tasks and assume such other responsibilities as requested by his/her supervisor

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.
EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: __SCCSD School Board_____ Date: _____

Reviewed and agreed to by: _____ Date: _____
                                          (Employee)

                                 _____ Date: _____
                                          (Supervisor)