Title: Database Administrator (Full time)   Reports To: CEO

Company Overview
New Beginnings High School (NBHS) is an innovative organization transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary
The Database Administrator facilitates the input and reporting of accurate information and data analysis in order to perfect the service offered to customers at NBHS and meet compliance requirements. This is accomplished through the establishment of and adherence to best practices and standard operating procedures. The Database Administrator supervises the collection and entry of data, generates reports regularly, and ensures accurate and efficient results.

Key Responsibilities
- Support NBHS by attending community service and outreach activities throughout the year
- Create, maintain and ensure availability of databases, data files and/or manual data storage for customer data
- Supervise the data collection and inputting activities of Terminal Operators – ensuring on time, efficient, and accurate data
- Review and Implement data related system/process updates and changes from the Department of Education
- Provide excellent customer service to internal and external customers through report submissions and maintaining data integrity
- Train and support employees in the use of database software and related web-applications for all systems (Student information, Visitor system, Transportation system, online curriculum, auto-dialer)
- Evaluate and organize the data corrections needed in Power School and Genesis during the update periods after each FTE transmission
- Develop, maintain and implement policies and procedures to ensure the integrity and security of the NBHS database and coordinate with network and security administrators
- Participate in and manage data collection for FTE reviews and other audits, as requested
- Support recruitment, retention, marketing, and building community relationships by visiting the communities where NBHS customers reside
- Attend training sessions and specialty workshops of various database software programs and provide recommendations to management on system improvements
- Prepare reports, correspondence, spreadsheets, and presentations as requested for data related projects or needs
- Research, analyze and evaluate diverse technical information sources and advise management accordingly
- Other duties as assigned
Minimum Qualifications

Requirements

- Bachelor’s degree and technical certification(s) in related areas preferred
- Minimum of 6 years of experience in data processing, related procedures, and database management, or the equivalent in appropriate college or technical school data processing courses such as database design, programming, and management
- Minimum of 2 years supervisory experience
- Training in system analysis concepts is desired
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software, internet computer hardware, on-line searches
- Knowledge of general management and operational practices, procedures, responsibilities, and information systems
- Knowledge of search engines, electronic marketing and surveying programs.
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to Operate standard office equipment
- Knowledgeable of Employment policies, regulations, and laws
- Willing to work flexible hours
- Valid Florida driver's license, reliable transportation, and valid automobile insurance

Key Competencies

- Adapt to changing work priorities
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
The Database Administrator must demonstrate commitment to the mission and vision of New Beginnings High School as it relates to data integrity, compliance, and accurate timely reports through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions

Environment
Requires sitting, some standing, walking and moving about to coordinate and complete work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Requirements
Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print)__________________________
Employee Signature ______________________________
Date _____________________

Principal (print)_________________________________
Principal Signature _________________________________
Date _____________________