

| |
|--|
| <p>Mariners Christian School Job Description School Information Systems (SIS) Specialist</p> |
|--|

Start date: Immediately upon completion of hiring procedures

Term: 12-month position with 7 weeks off annually, based on school closure calendar and arranged summer vacation

Job Type: Full-time (40 hours), Mon – Fri

FLSA: Exempt salaried

Salary: \$70,000-85,000 or commensurate with education and experience

Reports to: Director of Information and Network Systems

School contract: July 1st through June 30th annually

General Description:

The School Information Systems Specialist will support the management and configuration of systems required for both the day to day business operations of the school and the day to day educational needs of teachers and students. Primary focus will be on support of data systems associated with various aspects of student information and record systems. Duties include working alongside school administrators in the development and implementation of the master schedule, attendance, grade reporting, and other tasks in support of daily school operations. Further duties include working alongside the IT Director and Digital Learning Coaches to ensure the smooth operation of all equipment and systems in support of student educational requirements.

Qualifications:

- Experience with School Information Systems and Learning Management Systems required. Blackbaud K-12 School Management preferred.
- Well-versed in spreadsheet data manipulation
- General understanding of information systems
- Strong problem-solving and troubleshooting skills
- Experience in training other employees within IT systems
- Bachelor's Degree within IT field preferred

Responsibilities:

The selected candidate will be the “steward” of the School Information System (SIS) that includes employee, student, parent, alumni, and donor information. The selected candidate will also manage other software programs and technical systems that are essential to school administration and educational support. The selected candidate will have a wide variety of technical, communication, and interpersonal skills. On a day to day basis the selected candidate may work with:

- School Information System - Management and Implementation
 - Maintain current knowledge and understanding of all systems including participation in necessary trainings
 - Maintain compliance and confidentiality of all reports and information held within database

| |
|--|
| <p>Mariners Christian School Job Description School Information Systems (SIS) Specialist</p> |
|--|

- Supporting all aspects of the Blackbaud K-12 School Management System including but not limited to:
 - Student grading, report cards, scheduling, class placement, attendance, family information
 - Inputting and managing personnel data
 - Strong proficiency of database allowing for the provision of onboarding and ongoing training to staff
 - Master Schedule
 - Assisting with the development of the master schedule and continuously processing, updating, correcting all materials related to the school's master schedule and grade reporting.
 - Implement the master schedule and all of the associated supports within the Blackbaud SIS.
 - Organize and manage communication groups within database
 - Admissions Reporting and Troubleshooting
 - Data and process management and documentation
- Advancement and Business Teams System Support
 - Provide support with Blackbaud Raiser's Edge NXT.
 - Provide support with Blackbaud Merchant Services
 - Provide support with Blackbaud Tuition Management system.
- School Technical and Learning Systems - Management and Implementation
 - Work with IT Director and Digital Learning Coaches to support the implementation and maintenance of other systems and hardware as necessary.

Non-discriminatory policy:

It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicants' race, age, genetic information, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

Each employee of Mariners Christian School must:

- Have received Jesus Christ as his/her personal Savior, be able to articulate a relationship with Him, as well as provide evidence of regular church attendance.
- Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School contract and the Declaration of Moral Integrity.
- Be in agreement with and sign the MCS Statement of Faith.
- Have criminal history clearance expressly for MCS. (Fingerprinting to be arranged at hiring.)