

dMontpelier Roxbury Public Schools

5 High School Drive, Unit #1, Montpelier, VT 05602

Office: 802-223-9796

Fax: 802-223-9795

www.mrpsvt.org



Our schools are caring, creative, and equitable communities that empower all children to build on their talents and passions to grow into engaged citizens and life-long learners.

Job Title: Systems Manager

Date Updated: September 2020

Location of Position: District Level

Reports To: Director of Curriculum and Technology

Summary of Position Responsibilities:

Under the direction of the Director of Curriculum and Technology and supervision of the Superintendent, work alongside district and school leaders to provide strategic oversight and effective day-to-day management in the administration of the district Comprehensive Local Assessment Plan and the implementation of the district student data system, state reporting systems, and local standards-based reporting systems.

Essential Duties and Responsibilities:

STUDENT ASSESSMENT

- Acts as the district administrator for and provide support, written overviews and trainings to district and school leaders with the overall coordination, administration and management of local, state and federal assessments, including serving as a liaison between federal and state representatives and vendors responsible for providing the systems, instructional materials and guidance for administering these assessments.
- Collaborates with the Director of Curriculum and the Technology Department to support administrators on the use of reporting databases and systems for federal and state assessments.
- Supports district leaders, school leaders, and instructional coaches with effective use of data and data-driven decision-making through collection, analysis, reporting and data coaching in order to engage others in making sense of and responding to data in ways that improve learning for all students and the establishment of annual and multi-year school improvement goals.
- Assists with the preparation of public presentations and annual reports of student assessment results to community members and the school board, at the request of the Superintendent.
- Assists district and school leaders with interpretation and implementation of all Board policies,

administrative regulations, and aspects of master agreements related to student assessment, assessment data and reporting, particularly as it relates to student and family privacy.

- Maintains current knowledge of governmental statutes, regulations, and rules relating to student assessment and assessment data, including state assessment administration regulations and FERPA.
- Maintains liaison and active participation status within educational organizations related to job responsibilities at the regional, state, and national levels, including the VT Agency of Education.

STUDENT ASSESSMENT/ DATA SYSTEMS

- Serves as project manager in the identification, implementation and ongoing administration, operation and evaluation of the student assessment data system including data collection, analysis and report generation.
- Oversees and assists in the review and submission of required local, state and federal reports in compliance with established deadlines. This includes but is not limited to:
 - DC 04 - Year End Official
 - DC 05 -Tuition Students Official
 - DC 06 - Fall ADM Official
 - Child Count
 - Independent Census
 - DC13 Headstart Unofficial
- Provides leadership of the district-wide student assessment data system; promotes and develops the on-going use of the student assessment tool at all layers of the organization.
- Assists with the evaluation, adoption and set up of any new student assessment systems or updates to existing database systems including but not limited to English Language Learner students and standards based grading software
- Develops and supports the understanding of assessment information for administration, staff, parents and students; provides guidance regarding student data and assessment to administrators, teachers and other users.
- Collaborates with the IT department and system vendors to develop and maintain professional relationships to ensure the integrity and timely collection, analysis and reporting of the data.
- Works with administrators, registrars, IT staff, and other users to ensure seamless connection between and among assessment data systems.
- Coordinates with and provides training for school registrars and other database managers, programmers, and IT staff to maintain accurate electronic student records as they relate to import and export functions of a student assessment data system.
- Formulates, implements, documents and enforces proper data collection procedures, standards, and timelines ensuring an institutional record of these critical procedures is in place.
- Identifies queries across the system that would be meaningful and useful to make instructional decisions and systems decisions.
- Supports users with problem-solving of technical

issues

- Collaborate with MRPS staff to ensure the coherence of student data systems and deployment
 - Ensures Power School is working as designed, including, but not limited to District-wide communication information to the community at large.

Supervisory Responsibilities: None

Qualification Requirements:

- Demonstrated competency in project management related to technology and/or data systems including PowerSchool or similar systems
- Five year's experience working with networks and databases, preferably within an educational environment or multi-operating system environment.
- A working knowledge of good educational practices relative to assessment, data collection & analysis, report design/generation and decision-making.
- Knowledge of public education, data systems and data-driven decision-making. Five years of educational experience preferred.
- Demonstrated competency in the professional use of the English language, both written and oral, and an ability to communicate with multiple users of a student assessment system.
- Knowledge and ability to communicate with IT staff related to databases, report generation, import/export of data, as well as an ability to communicate with non-technical users of the system.
- Ability to manage user/customer situations; responds appropriately to requests for service and assistance, supports users in problem solving technical issues.
- Ability to work unsupervised and take responsibility for own actions, identify problems and provide solutions.
- Demonstrated competency to work with data precisely and with attention to detail and accuracy, to monitor the efficacy of such work by conducting self-checks of different types of data to ensure accuracy.
- Demonstrated competency in the use of spreadsheets, databases, report generating tools, data systems, and other related technology tools; strives to continuously build knowledge and skills; shares expertise with others.
- Understands professional and moral obligations to confidentiality; maintains confidentiality and models such behaviors with other users.
- Collaborates well with others, contributes to building a positive working environment.
- Consistently arrives to work on time; ensure work responsibilities are covered when absent;

arrives at meetings and appointments on time.

The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experiences: Bachelor's Degree in computer science or related field required; Masters Degree in a related area preferred.

Certificates, Licenses, Registrations: Experience/training with student information systems; Educational Leadership license (eg. principal or Director of Curriculum) preferred.

Language Skills: Effective written and oral communication strategies

Mathematical Skills: Ability to manipulate data from multiple sources, calibrate software information systems, and be able to recognize the appropriateness of numbers and statistics

Reasoning Ability: Ability to figure out systemic problems, be able to prioritize multiple requests and needs

Other Skills and Abilities: Sense of humor, strong interpersonal skills, organized and able to manage multiple projects at one time

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations: O=occasionally, F=frequently, or C=constantly for each essential function of the job. Leave blank if it is not essential to the job.

Standing O	Walking O	Sitting C	Lifting O	Carrying O	Pushing O
Pulling O	Climbing O	Balancing O	Stooping O	Kneeling O	Crawling O
Crouching O	Reaching O	Handling O	Fingering O	Feeling O	Talking F
Hearing C	Far Vision O	Near Vision C	Color Vision O	Depth Perception O	Repetitive Motion O
Eye/Hand/Foot Coordination O					

Physical Effort: Please highlight on the continuum the requirements of this position:

Sedentary Work	Light Work	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 10 lbs walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands	Frequently lift/carry up to 25 lbs	Frequently lift/carry up to 50 lbs	Frequently lift/carry up to 50+ lbs

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations: N=Never, O=Occasionally, F=Frequently, or C=Constantly for each essential function of the job.

Exposure to weather N	Extreme heat N	Extreme cold N	Noise O	Dust, vapors, fumes N
Time constraints O	Public contact O	Deadlines F	Travel O	Inside work C

Terms of Employment: Salary or hourly wage to be established by board or designee. This position is 260 days.

Evaluation: Performance of this job will be evaluated by the Director of Technology in collaboration with the Superintendent.