

**BLACKHAWK SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Systems Administrator**

1. Bachelor's or Associate's Degree preferred
2. Two to three years' experience related to database and report writing
3. Working knowledge of office programs, hardware and software, policies and operations preferred.

REPORTS TO: **Director of Technology**

JOB GOAL: We are seeking a detail-oriented and technically skilled System Administrator to support and enhance our district's data infrastructure. This role focuses on managing and maintaining the Skyward Student Information System (SIS), gathering and submitting Pennsylvania Information Management System (PIMS) data, and ensuring seamless integration between key school applications and cloud services.

This individual will work closely with IT, administrative, and instructional staff to ensure data integrity, compliance with state reporting standards, and efficient system interoperability across our district's technology ecosystem.

ESSENTIAL FUNCTIONS: *(Other duties may be assigned)*

- PIMS Administrator
 - Oversight and responsibility for data preparation and state reporting across multiple departments and buildings, including but not limited to all PIMS submissions.
 - Coordinates data entry, data maintenance, and data correction in district student information system for State-required PIMS Reporting.
 - Coordinates with various end-users including, but not limited to those who work with student attendance, discipline, enrollment, course enrollment, special education, human resources, in addition to school administrators in reviewing reports, maintaining PIMS data in district information systems, and in meeting reporting deadlines.
 - Responsible for child accounting data and reports through PIMS. Communicates directly with the PDE Child Accounting Department regarding any child accounting and ACT 80 questions or issues.
 - Keeps up to date with student information system vendors in handling changes to PIMS reporting requirements.
 - Responsible for data quality and validates integrity of data.
 - Attends webinars, meetings, and/or conferences conducted by the State, information system vendors, and the Intermediate Unit on PIMS reporting subjects.
 - Responsible for FDE reporting/data compliance including Civil Rights Data Collection and other collections, as required.
 - Assist superintendent to create and maintain accuracy of the district academic calendar in compliance with state regulations.
- SIS Manager
 - Work collaboratively with school leaders, instructional staff, and IT staff to maintain the student information system (SIS).
 - Serve as the primary point of escalation for system operations and functionality issues experienced by district employees.
 - Create and manage SIS inputs for key items such as calendar, bell schedules, period schedules, attendance codes, grade storing and master scheduling processes, and report cards.
 - Manage the prior year close out and data storage in the SIS and manage new year roll over.
 - Responsible for student registration process and procedures including set up of yearly New Student Online Enrollment.
 - Maintain contact information used for district notification systems.
 - Oversee, develop and provide training, support, and troubleshooting guidance for SIS users.
 - Serve as the primary point of contact for families needing support with the SIS.

- Develop training materials and technical support to families.
- Project lead for implementation of SIS upgrade.
- Cloud Integration & Application Support
 - Develop and maintain integrations between SIS and third-party applications (e.g., LMSs, food services, assessment tools, parent communication platforms, MS365).
 - Utilize APIs and data exchange methods to automate and manage secure data transfers.
 - Monitor system performance and troubleshoot issues related to data synchronization and connectivity.
 - Provide help desk support and training to end users
- District Reporting Contact for state assessments
 - Ensure accurate student data collection for state assessment for online and paper/pencil testing.
 - Act as conduit from DAC to SAC and testing coordinators to ensure deadlines are met.
 - Yearly uploads of students and staff into DRC system for all assessments including CDTs, PSSAs & Spring & Winter keystones.
 - Disseminate data reports to district administrators.
- Support technology systems involving student data, as required.
- Provide data exports to third party systems, as necessary
- Responsible for documenting all processes performed in the position.

KNOWLEDGE AND SKILL REQUIREMENTS:

1. Ability to work with district administration to solve data related problems.
2. Show careful attention to detail and accuracy.
3. Excellent documentation skills.
4. Strong customer service skills.
5. Willingness to learn and take direction.
6. Proficiency in scripting, automation, and data integration techniques.
7. Willingness to learn and use new technology.

WORKING CONDITIONS:

1. Ability to lift 25 pounds.
2. Ability to sit in one position for a prolonged period of time.
3. Working conditions are normal for a school and office environment.

CLEARANCES: As required by the PA Department of Education