

# Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

*"United For Excellence"*



## 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:** To 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
- Manage district call out system
- Perform such other tasks and assume such other responsibilities as requested by his/her supervisor

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**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)