

*Fountain-Ft. Carson School District Eight*  
**Job Description**

Job Title: **Database Manager**

Pay Schedule/Range: **\$76,055 - \$120,000**

Prepared/Revised Date: **03/14/2025**

Reports To: **Director of Technology**

FLSA Status: **Exempt**

Work Year: **12 months**

**SUMMARY:** Under administrative direction, the **Database Manager** is responsible for managing and maintaining the data information systems for Fountain Fort Carson School District 8. This individual identifies the best ways to organize, store and present data according to district, cross-departmental and user needs. In addition, this individual will be responsible for building, maintaining, administering, and supporting district databases to include the student information system, assessment applications and all data mining necessary to comply with quality standards in meeting the district and state level reporting needs. They must ensure the optimal performance and security of production databases and advise management of potential risks and mitigations. The Database Manager will perform a lead role in the development of additional databases and reports to further support the vision and objectives of Fountain Fort Carson School District 8.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>
1) Install, configure, and maintain production databases to include associated management, monitoring, and reporting tools.	Daily
2) Monitor and optimize the development/organization of all databases to ensure systems offer the highest reliability and performance that meets current and future educational objectives.	Daily
3) Develop and implement processes and procedures for data archival and retrieval.	Weekly
4) Develop and implement processes and procedures for task and reporting automation.	Weekly
5) Control and monitor user access to databases and associated content.	Daily
6) Manage over forty district level student data systems ensuring accurate data exchange with Infinite Campus and other systems.	Daily
7) Retrieve data from varied sources and formats to create reports that summarize and analyze information as needed for building, school systems, administrators and Colorado Department of Education.	Daily
8) Verify accuracy and completeness of all data while adhering to strict deadlines.	Weekly
9) Develop reports based on various educational requirements and criteria.	Weekly
10) Prepare information and develop creative solutions for complex dataset problems individually and within a collaborative team environment.	Monthly
11) Collaborate with cross-departmental teams to ensure data meets quality standards for district and state reporting and analytics.	Monthly
12) Conduct data analysis to assist the district in deriving fact-based conclusions concerning student, teacher, school and district performance. Develop and maintain strategic reports that inform classroom instruction and curriculum decisions.	Monthly
13) Collaborate closely with IT leaders and Database Specialists to ensure database integrity and security.	Daily
14) Interact effectively with non-technical staff and leadership teams both verbally and in written communication in a courteous and professional manner.	Daily
15) Maintain data standards, including adherence to the Data Protection Act.	Daily

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**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's Degree in one of the following subject areas: Computer Science, Information Technology or related field preferred.
- 3-5 years IT operation with strong understanding of database structures, theories, principles, and practices.
- Candidate must possess an understanding of emerging data management technologies and their application within the academic environment.
- Familiar with specific educational data reporting practices of the Colorado Department of Education.
- 3-5 years Microsoft SQL Server experience.
- 3-5 years Tableau Data Visualization and Server experience
- 3+ years Infinite Campus (student information system) experience
- Experience with data management and data processing techniques.
- Extensive knowledge of reporting and query tools and practices.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Proven experience with SQL Server databases and associated management systems
- Proven experience with Tableau Server workbooks and visualizations
- Familiarity with various data manipulation languages and principles of database design
- Excellent problem solving and analytical skills
- Technical documentation skills
- Self-motivated and directed, with keen attention to detail
- Able to prioritize and execute multiple tasks in a high-pressure environment while adhering to strict deadlines
- Experience working in a team-oriented, collaborative environment
- Excellent communication skills including delivering complex technical information to non-technical team members
- Excellent organizational skills
- Dexterity of hands and fingers to operate a keyboard, mouse, hand and power tools, and to handle computer components for extended periods of time
- Excellent interpersonal skills
- Exceptional customer service orientation

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Must have a clear understanding of office management and administrative operations, computer hardware and software, including the full Microsoft Office Suite.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>POSITION TITLE</b>
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<b>Reports to:</b>	Technology Administrator	
	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Database Specialist	2

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. Working at a computer or desk, may involve long periods of sitting.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, synthesize, use interpersonal skills, and compile.