

LAKEVILLE AREA SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: Systems Administrator II - Information Systems (Infinite Campus)

DEPARTMENT / BUILDING: DSC-IT Leadership/Infrastructure/District Office

TITLE OF IMMEDIATE SUPERVISOR: Information and Data Systems Supervisor

BARGAINING UNIT: Non-Affiliated

EXEMPT/NON-EXEMPT:

LOCATOR (HR use only): 009

POSITION SUMMARY: The Systems Administrator II – Information Systems provides leadership and strategic oversight for information systems across Lakeville Area Schools. This role is responsible for shaping and executing a district-wide information systems strategy, working closely with senior leadership to align technology priorities with organizational goals, and staying informed on emerging technologies. Key duties include leading system support, design, and implementation efforts to ensure performance, reliability, and security. The position also manages data governance, enforces IT policies and procedures, and supervises a team of information systems professionals. Strong skills in SQL, data analysis, and reporting are required. Success in this role depends on effective collaboration with cross-functional teams and fostering a user-focused, team-oriented environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

Information Systems Leadership, Vision, Strategy, and Planning:

1. Develop and implement a comprehensive information systems strategy aligned with the organization's objectives and future growth plans.
2. Lead processes for visioning, goal setting, design, and implementation of future data and information security initiatives in an educational setting.
3. Collaborate with senior management to identify and prioritize technology initiatives that support District goals and enhance operational efficiency.
4. Supervise and lead a team of information systems professionals, providing guidance, support, and mentoring to ensure efficient and effective performance.
5. Manage the design and implementation of technology solutions and services to meet the district's strategic objectives and user needs.

Systems Design and Operations:

6. Lead the design and architecture of information systems, ensuring scalability, reliability, and security.
7. Collaborate with cross-functional teams to define system requirements, evaluate vendor solutions, and oversee the implementation of new technology instructional resources.
8. Responsible for new solutions design and development, creating data integrations between different data sources and applications, maintaining data integrity, and implementing system enhancements.
9. Ensure information systems are functional and accessible for all stakeholders, including deployment and ongoing maintenance of systems, including account rostering, provisioning, and de-provisioning.
10. Develop, organize, supervise, and assess training programs on new and revised systems, procedures, and applications; and respond to user needs.

11. Administer systems and automation related to onboarding and offboarding identity information related to district staff, contractors, and students.
12. Coordinate and assist with preparing data and reporting for additional systems integrations involving identity and/or endpoint systems.
13. Develop and implement data management strategies and policies to ensure the accuracy, integrity, and security of organizational data.
14. Ensure overall compliance with regulations for securing all district data records.
15. Develop and enforce IT policies and procedures to ensure data security, system reliability, and compliance with relevant regulations and standards.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Conduct periodic audits to identify and correct data inconsistencies or errors in student records and reporting.
2. Work closely with IT, HR, and school administrators to ensure seamless integration between systems.
3. Continuously analyze workflows and suggest improvements to streamline data entry, reporting, and system usability.
4. Other Duties As Assigned.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. Bachelor's degree in Computer Science, Data Science, Information Systems, Statistics, Mathematics, or a related field (Master's degree in a related field or equivalent work experience preferred).
2. 5 years experience in data programming, database management, or information systems administration.
3. 5 years experience with Infinite Campus, including SQL database queries, custom report writing, and data integrations.
4. Proficiency in SQL for data extraction, validation, and reporting.
5. Understanding of MARSS, Ed-Fi, and state/federal reporting systems.
6. Familiarity with data governance, compliance standards (FERPA, COPA), and reporting requirements in K-12 education.
7. Strong analytical and problem-solving skills, with the ability to troubleshoot data discrepancies and optimize data workflows.
8. Excellent project management abilities.
9. Commitment to equity-driven data practices and supporting diverse student populations.

PREFERRED QUALIFICATIONS:

1. Ability to effectively manage and lead change, including changing practices and structures in our school system that may perpetuate inequities.
2. Experience working in a K-12 educational environment.
3. Experience working with MDE reporting requirements, including MARSS, CRDC, and DIRS.
4. Ability to develop, validate, and troubleshoot reports for state and federal compliance.
5. Familiarity with MTSS frameworks and using data to support student academics and interventions.
6. Experience training staff or educators on best practices in data management and procedures.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 100 pounds	X			

DATE: 10/11/2023

REV: 04/2025