AL FALAH ACADEMY
SINCE 2010

WE ARE HIRING
JOIN OUR TEAM

FULL-TIME

SCHOOL INFORMATION
SYSTEM COORDINATOR

JOB FUNCTION

Manages and maintains the school's information systems, in platforms including Educate, TADS, MAP, Destiny, and Google Suite. This includes overseeing databases, ensuring data accuracy, coordinating system upgrades, and providing technical support to staff and parents. Collaborates with academic admins to optimize system usage for educational purposes..

OUR OFFER

- Competitive Compensation
- Benefits: Health & WC
- Tuition Discount for Children
- Safe new campus/near I-85
- National and State Accreditation
- Strong Islamic Identity/Environment
- Problem-Based Learning integrating Islamic, STEM, and civic themes
- Qualified and Dedicated Staff who collaborate as a team

QUALIFICATIONS

Bachelor's Degree in a technology field
Experience managing info systems

APPLY NOW

Send your cover letter and resume
jobs@alfalahacademy.com

More information
alfalahacademy.com/jobs

SCAN

1835 Shackleford Court, Norcross, GA

cognia
GISA GEORGIA INDEPENDENT SCHOOL ASSOCIATION
CISNA
CollegeBoard

TITLE: School Information System Coordinator

REPORTS TO: Principal

SUPERVISES: Non-Instructional Classified Staff

JOB FUNCTION:

Manages and maintains the school's
information systems, in platforms including
Educate, TADS, MAP, Destiny, and Google
Suite. This includes overseeing databases,
ensuring data accuracy, coordinating
system upgrades, and providing technical
support to staff and parents. Collaborates
with academic admins to optimize system
usage for educational purposes.

Qualifications: Bachelor's Degree in a technology field
                                              Experience managing info systems

---

A School Information System Coordinator is responsible for managing and maintaining the
school's information systems. This includes overseeing databases, ensuring data accuracy,
coordinating system upgrades, and providing technical support to staff. They may also
collaborate with various departments to optimize system usage for educational purposes.

A School Information Systems Coordinator typically handles various domains and tasks,
including:

1. Database Management:
        Maintain and update school databases.
        Ensure data accuracy and integrity.
2. System Administration:
        Oversee the school's information systems.
        Coordinate system upgrades and troubleshoot issues.
3. Technical Support:
        Provide assistance to staff and faculty on system usage.
        Conduct training sessions for users.
4. Security and Privacy:
        Implement and maintain security measures for sensitive data.
        Ensure compliance with privacy regulations.
5. Reporting and Analysis:
        Generate reports for administrators and educators.
        Analyze data to identify trends and patterns.
6. Software Evaluation:
        Evaluate and recommend new software solutions.
        Stay informed about advancements in educational technology.
7. User Permissions and Access:

Manage user accounts and permissions.
Control access to different system functionalities.
8. Documentation:
Create and update documentation for system procedures.
Develop user guides for staff.
9. Collaboration:
Work closely with platform professionals and vendors.
Collaborate with teachers to align systems with educational goals.
10. Training Programs:
Develop and conduct training programs for staff and parents.
Ensure users are proficient in utilizing system features.
11. Troubleshooting:
Address technical issues promptly.
Develop protocols for problem resolution.

These tasks collectively contribute to the effective functioning of the school's information systems, supporting both administrative and educational needs.

Ability to:

- Work with the key platforms of the school: Educate, TADS, MAP, Destiny, and Google Suite
- Communicate effectively using speech, vision and hearing and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports
- Train users in the platforms
- Analyze situations accurately and adopt an effective course of action
- Understand and work within the scope of authority
- Meet schedules and timelines
- Prioritize and schedule multiple priorities
- Plan and organize work
- Effectively manage conflict