

Pantego Christian Academy

Position Title:	Software and Database Administrator
Date Modified:	March 2024
FLSA Classification:	Full-time, Non-Exempt
Duty Schedule:	12-month
Department:	Business Office
Reports To:	Chief Financial Officer
Position Purpose:	Provide administrative support for the academy database and website. Provide technical support and training for software applications. Provide administrative assistance for business office functions.

Essential Functions

- Provide administrative support, ad hoc reporting, training, and technical issue resolution for the FACTS SIS (Student Information System) database, FACTS Family mobile app, OPALS Library system, Formstack, and Curriculum Trak.
- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Maintain and update content on the academy website.
- Actively participate, update, contribute to the school improvement plan.
- Support academy communications through management of contact databases, creation of online forms, and management of online calendars.
- Provide training and general support to faculty and staff in the use of systems and applications related to the academy.
- Provide light accounting support as needed to assure separation of duties including monthly bank reconciliation and entry of charges into FACTS Accounting.
- Perform annual year-end processing of FACTS SIS and setup of new school year including transferring accounting balances to the new year, adding new staff and newly enrolled students, progression of students to the next grade level, set up and scheduling of student classes, and other end/start of school year tasks.
- Obtain general understanding of OS and application operations related to academy-offered services.
- Satisfactory attendance and punctuality are conditions of employment.
- Perform other duties as assigned.

Spiritual Leadership

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

Education and Experience

- Bachelor's degree or experience in computer, or business-related field.
- Experience with troubleshooting software issues.
- Experience with FACTS SIS (also known as Renweb) or other student information system, website management, and basic HTML recommended.

Skills and Qualifications

- Must demonstrate proficiency with word processing, spreadsheet, contact management, database, and internet-related applications.
- Excellent communication (oral and written), interpersonal, organizational, and presentation skills.
- Ability to establish and maintain cooperative and effective relationships and effective communication with all constituents.
- Ability to carry out oral and written directions, speak, read, and write at a level sufficient to fulfill duties to be performed.
- Must have a high level of discernment and wisdom, and the ability to manage confidential information.
- Ability to plan, set priorities and implement accurate work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
- Knowledge of office methods and practices including filing, receptionist and telephone techniques, letter and report writing.
- Ability to interpret school policies and regulations and apply them with good judgment in a variety of procedural matters.
- Competency with basic PC, Microsoft Office, FACTS SIS (RenWeb), Curriculum Trak, Formstack, Survey Monkey, and Google applications is preferred.
- Ability to operate standard office equipment.
- Typing proficiency: 40-60 wpm.

Physical Requirements and Work Environment

- Regularly stand, talk, hear, and visually intercept visitors.
- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Work at a desk and computer screen for extended periods of time.
- Turn, bend, and reach, and occasionally use a ladder.
- Work in a traditional climate-controlled office environment.
- Maintain professional appearance (as outlined in the Employee Handbook).