

## Systems Manager/Applications Specialist

St. Joseph's Academy seeks a full-time Systems Manager/Applications Specialist who will work with the administration and network administrator. This position is responsible for the development, management and maintenance of the school's student information system (Blackbaud) and school-wide software applications (Moodle, Dyknow).

The Systems Manager/Applications Specialist provides customer service and support to parents and faculty and provides queries and reports as needed, including state reports, standardized test scores reports, demographic reports and all updates to the school's learning management system. The Systems Manager/Applications Specialist will also create the school's master schedule. Preferred applicants should have experience with database manipulation and extensive software experience, a bachelor's degree and at least five years of experience in a related field. Please apply to the Principal by emailing a resume to Melissa Flowers ([flowersm@sjabr.org](mailto:flowersm@sjabr.org)).