



## JOB DESCRIPTION

### IT Development and Business Analysis Manager

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> IT4
<b>DEPARTMENT:</b> Enterprise Applications & Project Management	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Director (IT PMO)	<b>FLSA STATUS:</b> Exempt
<b>CLASSIFICATION:</b> At-Will	<b>DATE:</b> 3/30/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

#### **POSITION SUMMARY**

The IT Development and Business Analysis Manager works collaboratively with Senior PMs on critical projects to analyze business objectives of the stakeholders to develop solutions to business issues. Responsible for defining process for both current and future state, gathering requirements, creating business requirements documentation and identifying and documenting organizational change management goal and processes. Facilitates requirements gathering sessions with district stakeholders. All aspects of course design, from analysis to design, development, implementation, and evaluation will be guided by the IT Development and Business Analysis Manager. Assists stakeholders in the design and construction of online and hybrid courses. Demonstrates and utilizes effective needs analysis, project management, course development, and evaluation skills. Independently develops entry and advanced level courses for internal audiences. Utilizes multimedia technology and authoring tools.

#### **MINIMUM REQUIREMENTS**

***EDUCATION:***

- Bachelor's degree in Instructional Design, Instructional Technology, or related subject required.
- Masters degree preferred.

***CERTIFICATION/LICENSE:***

- N/A

***WORK EXPERIENCE:***

- 3 years experience as a secondary campus master scheduler.
- 3 years experience with face-to-face and online training design and development.
- 5 years experience training adults.
- 3 years experience as a Business Analyst on major IT implementations.



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### **KNOWLEDGE, SKILLS & ABILITIES**

- Must be able to collaborate effectively with district personnel, the general public and work with diverse groups of people.
- Excellent communication skills both written and verbal.
- Strong analytical and problem solving skills.
- Ability to develop effective and cooperative working relationships with APS departments and employees.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to be flexible and adapt as needed between in-person environments.

### **ESSENTIAL DUTIES**

- Develops and implements training and professional development programs to assure the accomplishment of District-wide goals.
- Works with a cross-functional team to ensure learning and development needs are aligned with business needs and priorities.
- Adapts instructional materials created for one format to another format (i.e. migrating face-to-face material to e-learning).
- Designs and facilitates the development of interactive and engaging blended learning solutions (self-guided, instructor led, or web based) based on specific learning objectives determined by the business or through needs analysis.
- Assists in the development of appropriate instructional support tools and training to continuously educate and update users in current and new applications.
- Works with key stakeholders to define, design, develop, deliver and measure learning and development strategies, programs, and initiatives.
- Conducts group and individual instructional technology training and assistance for course management class administrators.
- Uses technical and organizational skills to identify possibilities for improvement within the business structure and implement systematic solutions.
- Responsible for translating the user's needs into technicalities that can be implemented into improving the District while also acting as a filter in determining what is truly needed on both ends (consumer and producer).
- Works with internal and external contributors to create innovative product features with the goal of improving engagement and retention.
- Ensures that final eLearning products are instructionally sound, aesthetically pleasing and meet program requirements.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event



of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.

***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***