



## JOB DESCRIPTION

Director (Student Information & Applications)

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> 137
<b>DEPARTMENT:</b> Data & Information Group	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Executive Director (Data and Information)	<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 Director (Student Information & Applications) is responsible for Student Information and School-based applications, ensuring systems and information are available, stable, secure and reliable. Provides leadership and direction for all projects and activities related to the delivery of student data. Provides day-to-day supervision and management for personnel and for systems within the district, including the Student Information System (and all related components) and school-based applications. Proactively provides vision, strategy and direction to meet future district needs for School-based applications and student information.

### MINIMUM REQUIREMENTS

**EDUCATION:**

- Bachelor's degree in Computer Science or a related field required.

**CERTIFICATION/LICENSE:**

- N/A

**WORK EXPERIENCE:**

- 5 years experience in working with application systems designs and implementation.
- 3 years supervisory experience managing a technical team required.

### KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to prioritize and execute tasks in a high-pressure environment and make sound decisions in emergency situations.
- Proven ability to conduct research into general application issues and emerging products.
- Ability to effectively lead a team of technically-skilled employees in an educational setting.



- Must be able to collaborate effectively with district personnel, the general public and work with diverse groups of people.
- Ability to relate to a wide variety of people and to observe, listen, motivate and provide leadership.
- Demonstrated ability to design and implement short and long range objectives.
- Excellent communication skills both written and verbal.
- Ability to effectively lead, organize and direct the work of others.
- Strong decision-making ability and resource management skills.
- Strong analytical and problem-solving skills.
- Proven ability to make recommendations on various topics, detailed, controversial, simple or complex.
- Ability to handle multiple concurrent activities, work under pressure, and prioritize work effectively to meet deadlines.
- Ability to be flexible and adapt as needed between in-person environments.

### **ESSENTIAL DUTIES**

- Maintains a roadmap with planned initiatives and projects to continually mature and develop these functions in alignment with district strategy and objectives.
- Directs and manages team responsible for the day-to-day operations of the Student Information System and other school-based applications, including Development, Training, Implementation, Support and Monitoring in accordance with the organization's values and objectives.
- Promotes the innovative use of the Student Information System and other School-Based Applications to District data and business process owners to increase organizational effectiveness and efficiency.
- Oversees the timely and accurate reporting of state and federal data per published guideline.
- Validates, analyzes and oversee the development and maintenance of a program to enhance the knowledge and skills of the organization for the Student Information System, School-based applications and schedule building.
- Works closely with, collaborates and supports the Assessment and Research + Evaluation teams.
- Communicates and collaborate with school leaders, staff from other departments, parents, external partners, and stakeholders.
- Establishes and builds relationships with vendors; oversees work to achieve the highest value service from vendors, evaluates performances to established metrics and ensures contractual obligations are met and products and services meet the needs of internal customers.
- Facilitates the determination of solutions to critical informational problems.
- Readies the team for implementation of the solution.
- May serve as district representative on state and local committees involving student information.
- 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.*