



**JOB DESCRIPTION**  
Director (IT Operations)

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> IT6
<b>DEPARTMENT:</b> IT Infrastructure & Production Services	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Executive Director (IT Infrastructure and Production Services)	<b>FLSA STATUS:</b> Exempt
<b>CLASSIFICATION:</b> At-Will	<b>DATE:</b> 6/8/2021

**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 (IT Operations) manages and directs all functions related to the research, evaluation, and accountability programs of the division and District. Assists the Executive Director in implementing all aspects of quality research, evaluation, and accountability services and in promoting the most effective utilization of data and information to our customers/clients.

**MINIMUM REQUIREMENTS**

**EDUCATION:**

- Bachelor's degree required.

**CERTIFICATION/LICENSE:**

- N/A.

**WORK EXPERIENCE:**

- 3 years successful experience in research, evaluation, and accountability or similar environments.

**KNOWLEDGE, SKILLS & ABILITIES**

- Ability to effectively lead a team of technically-skilled employees in an educational setting.
- Excellent skills in data visualization and interpretation and report writing and presentations.
- Advanced knowledge of Tableau, Microsoft SQL, STATA, or equivalent.
- Knowledge of research and evaluation methodologies.
- Knowledge of data systems including enterprise data warehouses and student information systems.
- Excellent communication skills, both verbal and written.



- Ability to handle multiple concurrent activities, work under pressure, and prioritize work effectively to meet deadlines.
- Excellent organization and time management skills.

### **ESSENTIAL DUTIES**

- Manages a team responsible for the analysis, verification, interpretation, and production of data and visualizations to support the district and schools in decision making.
- Validates and analyzes strategic data for accuracy and completeness and refines into format for specific individual responses or summary reports; identifies and explains patterns and relationships related to changes, trends, or circumstances not readily evident from the data.
- Works closely with, collaborates, and supports the assessment and school-based applications teams.
- Effectively communicates and collaborates with school and community leaders, staff from other departments, parents, external partners and stakeholders.
- Writes reports and makes presentations related to critical district evaluation data.
- Represents the district on various internal and external committees, task forces, and professional organizations.
- Participates in professional development as required.
- 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.*