JOB DESCRIPTION
Assistant Director (Student Information and Applications)

DIVISION: Office of Performance & Information Technology (PIT)	**GRADE:** 133
DEPARTMENT: Data & Information Group	**WORK DAYS:** Annual
REPORTS TO: Director (Student Information and Applications)	**FLSA STATUS:** Exempt
CLASSIFICATION: At-Will	**DATE:** 1/1/2021

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 Assistant Director (Student Information & Applications) provides tactical and strategic day-to-day oversight for the Student Information Specialists, managing staff and overseeing performance reviews. The Assistant Director serves as an intermediary to ensure that ongoing services meet stakeholder requirements. The incumbent will assist in the coordination of Student Information System (SIS) upgrades and new feature management and evaluation, including risk assessment and communication plans. The Assistant Director will support the Director in developing policies to increase end user adoption of features within the Student Information System. The incumbent will manage system analysis studies, incorporating customer feedback, system problems, policy changes, and emerging technologies to enhance end user experiences and assist in the development of school support plans to ensure school data are reported accurately in state and federal reporting to include application support, training and identification of risk and/or process improvement opportunities. The Assistant Director will define and implement internal data governance practices in accordance with findings from audits and input from Data Governance and Policy committees and act as a go-between for users and professional team to facilitate communication.

MINIMUM REQUIREMENTS

EDUCATION:
•   Bachelor's Degree in business, information technology, communication or a related field required.

CERTIFICATION/LICENSE:
•   ITIL (Information Technology Infrastructure Library) or Project Management Professional Certification preferred.

WORK EXPERIENCE:
•   3 years experience administering Student Information Systems in either the K-12 or higher education environment preferred.

•   3 years expreience in an IT related field/setting.

KNOWLEDGE, SKILLS & ABILITIES
•   Ability to work in an environment where multiple technology infrastructures are utilized.
•   Strong consulting and project management skills.
•   Good negotiation skills, and experience with stakeholder management.
•   Strong interdisciplinary, excellent intercultural influence, and networking skills.
•   Proficiency of Microsoft Office suite software including: Excel, Word, PowerPoint, Visio, Project and SharePoint.

ESSENTIAL DUTIES
•   Manage school-facing student information and application support staff to ensure stakeholders are adequately supported. Conduct performance reviews for direct reports.
•   Assist Student Information + Application Director in developing policies for the integration of district student information systems to increase end user adoption.
•   Assist in the coordination of system upgrades and new feature management and evaluation, including risk assessment.
•   Manage system analysis studies, incorporating customer feedback, system problems, policy changes, and emerging technologies to enhance end user experiences.
•   Assist in the development of school support plans to ensure school data is reported accurately in State and Federal Reporting to include application support, training and identification of risk and/or process improvement opportunities.
•   Define and implement internal data governance practices in accordance with findings from audits and input from Data Governance and Policy committees.
•   Act as go-between for users and professional team to facilitate communication.
•   Prepare reports and presentations for leadership's review on strategic initiatives, current project statuses, operational activities, issues and resolutions.
•   Performs other duties as assigned by the appropriate administrator.
•   Required to attend scheduled shift during regular business hours as mandated.

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.