SCHOOL SYSTEMS MANAGER

DEFINITION

Manages, plans, and oversees student information systems for the District and is responsible for system implementation and configuration, software integration, maintenance, and review of the work of assigned Student Information Systems production support and project team.

TYPICAL DUTIES

Manages and oversees the analysis, development, configuration quality assurance, testing, maintenance, and/or production support of student information systems to ensure appropriate system configuration to support instructional, federal/State/District compliance, and operational needs and requirements.

Establishes departmental responsibilities and coordinates functions among student information systems production support and project teams.

Directs and manages the configuration of instructional, statistical, and mark reporting calendars for schools in the application to allow for the capture of attendance, state reporting, and mark reporting data.

Manages the execution of enhancements and analytics within the student information systems due to changes in State or federal requirements, reporting for consent decrees, District policies and procedures, and/or any other necessary user requested changes.

Manages the verification of the functionality of updates or upgrades made; tests the functionality on new user workstation hardware; and confirms the functionality of each student information system production deployment through regression tests against the application, interfaces, and reports.

Collaborates with the Office of Data and Accountability and other District offices to oversee student information data to meet State, federal, and District requirements.

Develops and updates plans including information such as objectives, technologies, systems, information specifications; and provides status update to stakeholders.

Directs, plans, and implements policies, objectives, and activities of student information systems to ensure timely and cost-effective development of student information systems.

Assesses the product specifications of the systems, analyzes business requirements, determines best process solutions going forward, identifies gaps in functional and non-functional requirements, assesses system specifications and verifies business requirements are met.

Confers with business owners and users to identify and document operational needs and objectives and works with IT staff, vendors, and consultants to establish and update student information systems configuration business rules and functionality for schools and offices.

Manages the creation and development of user-support materials (e.g. training materials, reference guides, memoranda) to schools, Local District offices and Central Office staff in the maintenance and use of student information systems.

Collaborates on presentations to board members, division heads, and other interested parties to provide details and updates on ongoing and proposed automation activities and the use of student information data to support planning, management, and instruction.

Assists in administering allocated budget resources and controls expenditures.

Serves as a liaison with federal, State, and local education related offices and community organizations as required.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Systems Manager plans, defines, and develops student information systems strategies and standards; coordinates, manages, and reviews the work of assigned student information systems development, testing, or production support and project teams engaged in analyzing and defining assigned student information system functions, business processes, and user needs.

The Senior ERP Project Director, School Management Systems directs and oversees all activities of assigned staff and consultants during the implementation of a major new software applications system for managing student information.

A Senior Technical Project Manager directs major activities involved in planning, development, and implementation of a major software applications system and may supervise and coordinate efforts of Technical Project Managers.

SUPERVISION

General direction is received from a Senior Director within ITD. General direction is provided to Senior Technical Project Managers and other lower-level managerial and technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles of program documentation, report, and form design
Software development lifecycle and quality assurance metrics
Student Information Systems implementation strategies
Release management protocols, industry standards, and best practices
Principles of Information System Development
Principles and techniques of systems analysis, configuration, security, and performance and application testing
Project management methodology
Federal, State, and local laws, ordinances, codes, and regulations related to ESSA, Special Education, Graduation Standards, Transcripts, Enrollment, and State Reporting

Ability to:

Manage and evaluate the work of assigned production support and project teams
Manage and coordinate multiple projects of a complex and technical nature concurrently
Develop and document complex operational and technical processes, functions, and procedures
Define and confirm project objectives, identify tasks, and achieve goals
Provide leadership and prioritize projects, and review and evaluate project deliverables
Develop and maintain effective working relationships with vendors, District personnel, and project consultants
Foster a cooperative work environment
Motivate, direct, train, and develop teams
Analyze, interpret, and explain project budgets
Collect, analyze, and interpret technical materials accurately and present effective oral and written reports
Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university with a bachelor's degree, preferably with a major in business administration, public administration, computer information systems, management information systems, computer technology, or a related field. Project Management Professional (PMP) certification is highly preferable.

Experience:

Five years of recent professional-level project management experience in the configuration, design, development, modification, implementation, or management of student information systems, with at least three years of which must have been in a project lead capacity. Project lead experience must have been in a student information system that supports modules such as: attendance, English Learner support, enrollment, mark reporting, graduation standards, scheduling, counseling, and/or student discipline. The aforementioned experience must have been in a large organization with at least 10,000 or more employees. Public sector experience is preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class. Employees in this class are subject to call at any hour.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JAP