

## DIRECTOR, STUDENT INFORMATION SYSTEMS

### DEFINITION

Plans, organizes, and directs the activities of the Student Information Systems (SIS) Branch in the Office of Data and Accountability related to training, collecting, and reporting student information generated from student information systems.

### TYPICAL DUTIES

Directs employees engaged in the process of collecting, verifying, and reporting student information from student information systems.

Directs and organizes the branch's efforts in supporting schools in the daily usage of student information and ensuring the accuracy of data contained in the student information systems.

Develops and implements Branch policies and procedures.

Consults with subject matter experts in various divisions related to District policies, proposals, projects, and activities regarding the planning, development, and implementation of student information systems and data integrity for the District.

Consults with offices, Educational Service Centers, and schools regarding software system and data management needs.

Prepares the budget for the SIS Branch, establishes and maintains expenditure controls, and prepares necessary budget adjustments.

Meets with and makes presentations to District management, school administrators, and other District staff to explain activities in the SIS Branch.

Represents the Executive Director in meetings with Board Members, senior staff, and other division heads in the development or revision of policies and procedures related to the collection of student-level data or to communicate branch objectives and strategies.

May meet with vendors to evaluate products and services and negotiate the delivery of hardware, software, and contract services.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Student Information Systems plans, organizes, and directs the activities of the Student Information Systems Branch in the Office of Data and Accountability related to training, collecting, and reporting student information.

The Executive Director, Office of Data and Accountability directs the Office of Data and Accountability.

### SUPERVISION

Administrative direction is received from the Executive Director, Office of Data and Accountability. General supervision is exercised over certificated and classified personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Organization, management, and supervision principles
- Organizational structure of the District
- Budgetary planning, management, and cost controls
- Concepts and business applications of data processing systems and procedures
- Data management techniques
- Personnel practices and policies
- Principals of training, employee evaluation, and employee relations
- Principles of student data collection and analysis
- Application development
- Technical aspects of student information systems
- Project management systems and control
- Computer software and hardware, including various mainframes, peripherals, and terminals

### Ability to:

- Plan, coordinate, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness.
- Manage a budget within established parameters
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Resolve conflict and promote cooperation with staff
- Analyze the needs, problems, and procedures related to student data
- Conduct and participate in meetings involving related technical subjects
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Train and supervise others

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in business administration, education policy/ research, or a closely related field.

### Experience:

Five years of managerial level experience within a public or educational institution planning, developing, and implementing a student information system.

### Special:

- A valid California Driver License
- Use of an automobile

## SPECIAL NOTE

1. Management class.
2. An employee in this class may be subject to the reporting requirements of the District Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class  
07-17-13  
PJO