

**Student Information System Supervisor  
New Hanover County Schools**

**Job Description**

**Class: Administrative**

**Dept: Student Support Services**

**TITLE: Student Information System Supervisor**

- QUALIFICATIONS:**
1. Associate's degree in computer science or technical field or equivalent training and/or experience.
  2. Five years of IT/Education Technology Project Management experience.
  3. Valid North Carolina driver's license.

**REPORTS TO:** Director of Student Support Services

**JOB GOAL:** Monitor and manage district wide Student Information System for New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to all schools and technology.
2. Lead Student Information System management team; communicate all changes in policies and practices.
3. Lead in the creation of Student Information System procedures, documentation checklists and reporting criteria.
4. Participate in and conduct detailed project planning, project testing and performs risk assessments and their associated risk mitigation actions.
5. Participate in local and state level technical discussions and architectural decisions for Student Information System.
6. Coordinate project plans and manages execution of these plans.
7. Build project teams and ensures the continuity of these teams' resources.
8. Attend conferences and classes to develop and maintain knowledge of database management and the student information system. Incorporate project stakeholders into the project lifecycle.

9. Communicate project status up and down the chain of command.
10. Prepare and deliver project presentations to a diverse audience ranging from senior IT management to project stakeholders to technical resources.
11. Select data from varied sources, and summarizes and analyzes information for standard reports to building and school system administrators and State Department for Public Instruction.
12. Inform and train school technology contacts in the use of Student Information System software.
13. Coordinate sustained training for Student Information System and for new Student Information System data managers.
14. Perform related duties and responsibilities as requested by the Director or supervisor.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA II

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate functional knowledge of the Project Management Body of Knowledge, general programs, policies and practices used in educational organizations and Total Quality Management principles, practices and applications.
- Effective communication and interpersonal skills; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain cooperative working relationships.
- Demonstrate functional knowledge of long range and strategic planning concepts; ability to administer, simultaneously, a variety of projects/activities.
- Demonstrate functional knowledge of technology systems (DOS, Windows), LAN/WAN networking systems, PowerSchool, SIMS or other Student Information Systems and the ability to utilize all aspects of the Microsoft Office Professional software programs.
- Demonstrate functional knowledge of student accounting practices and the ability to prepare and administer multiple project budgets.

- Demonstrate functional knowledge of and experience in managing and forecasting budgetary items.
- Demonstrate functional knowledge of assessment strategies and of principles, methods and practices of information technology management, program evaluation and public administration.
- Demonstrate functional knowledge of safe working practices in a construction environment and of North Carolina Department of Public Instruction general programs, policies, guidelines and practices used in educational facility design.
- Ability to work alone or supervise any number of personnel required to accomplish the assigned task and to coordinate, plan, meet deadlines, accomplish specific tasks, or meet specific standards.
- Ability to utilize all aspects of the district administrative/instructional software programs and related those to the Standard Course of Study.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.