

**St. Tammany Parish School Board**

**Division: Administration Department**

**Department of Personnel JOB**

**DESCRIPTION**

**Title: Director of Data Processing (FLSA Exempt)**

**Performance Responsibilities Design and Evaluation - Initiates the design and evaluation of Data Processing operations.**

- Develops comprehensive goals and objectives designed to provide efficient operation of computer operations.
- Reviews and improves services on an annual basis.
- Develops personal goals and objectives to improve performance.
- Makes annual projections and recommendations on all matters necessary to maintain and improve data processing operations.

**Leadership - Provides leadership in all matters related to financial and accounting operations in the School System.**

- Supervises, directs, evaluates and trains all employees under direct supervision.
- Recommends for employment specialists necessary for the operation of the Data Processing Department.
- Assists all employees in matters related to collecting, storing, utilizing and reporting data processing information.
- Advises the School System of financial, administrative, and operational aspects of new or proposed data processing projects.
- Assists appropriate administrators in operating within approved budgets.

**Any and all duties as assigned by Superintendent of Schools or designee**

**Management - Initiates practices and procedures designed to provide appropriate operations for the School System.**

- Plans, organizes and administers system design and programming procedures.
- Makes recommendations regarding the purchase and use of automated systems.
- Designs, develops and revises applications for computer systems.
- Prepares program specifications, layouts, input documents, charting, coding, etc.
- Supervises procedural controls to safeguard data files, programs and hardware.

**Student Services - Initiates practices and procedures designed to promote the success and well-being of students.**

- Provides an efficient system of collection or utilization of system wide data designed to produce an adequate educational environment.
- Supervises the data collection operations of the computer, including those which store and retrieve information on students.
- Studies and recommends applications for data processing operations which will enhance the system's ability to diagnose and prescribe effective procedures to deal with student needs.

**School/Community Relations - Initiates procedures which insure effective school/community relations.**

- Works to achieve maximum understanding and support of public education.
- Communicates financial goals, objectives, policies, procedures and programs to staff, parents, community and media.
- Cooperates with principals, supervisors, and directors to provide a total educational program for students.
- Provides an open-door policy which allows for suggestions and disagreement.

**Professional Development - Plans for professional self-development.**

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

**Minimum Qualifications:** United States citizen or authorized alien; B.A. in management with data processing minor or five (5) years experience in data processing. Must have knowledge of full scope of data processing, physical and mental stamina and abilities to perform job functions, tasks, and duties.

**Terms of Employment:** 12 months

**Reports to:** Superintendent of Schools or designee

**Supervises:** Programmer/Operator and data entry personnel

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number:** \_\_\_\_\_

(MUNIS ID #)

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

*Revised 6/2011*