

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

2.31

JOB TITLE: Student Systems Supervisor

QUALIFICATIONS:

Credentials: Valid Oklahoma Drivers License and acceptable driving record.

Education: A Bachelors degree in Computer Science, Management of Information Systems, Database Administration, Education or related field. Three to five years experience in database management/programming may be substituted for above degree.

Experience Required: Minimum of 3 years experience in supporting database management, Microsoft SQL Databases, or SQL Reporting Services. Two years of experience can be substituted for vocational training

SPECIAL SKILLS, KNOWLEDGE, ABILITIES:

Communication Skills (oral, written, or business): Basic Communication skills to exchange information, be able to give/receive instructions and respond to inquires. Includes filling out forms. Communicates and works collaboratively.

Date Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge or addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Must be familiar with various Applications, as well as be proficient in Microsoft Excel and Microsoft Access and knowledge of SQL environment and SQL reporting services.

SITE: Administrative Services Center

REPORTS TO: Director of Student Services

PURPOSE OF POSITION: To supervise and coordinate the Information Analysts assigned to perform technical level duties under general supervision. Responsible for the management and coordination of the interchange of data between Student Information Systems and custom created reports to be used by district personnel. Creation and/or management of custom dashboards used by school administration to make more informed data-driven decisions. Management of system designed to facilitate more effective completion of state reporting as relating to student data. When needed assist with interchange of information between student information and other district systems.

Will follow standardized operating policies and procedures and professional managerial guidelines in the

performance of their job. On occasion, individual will have to utilize discretion, ingenuity, and independent judgment due to the complexity of the job.

CONTACT WITH OTHERS: An incumbent in this position has regular contact with district personnel, vendors, and others.

PERFORMANCES EXPECTATIONS: Demonstrates proficiency in SQL Reporting Services environment and can capably integrate and/or manage reporting services with student information system. Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other Board Policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, this individual must communicate effectively with co-workers and maintain a positive, cooperative attitude in order to facilitate the completion of assigned projects.

ESSENTIAL JOB FUNCTION (PERFORMANCE RESPONSIBILITIES):

1. Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
2. Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees assigned tasks
3. Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
4. Identifies training needs for technicians and ensure that training is obtained.
5. Ensures proper labor relations and conditions of employment are maintained.
6. Upon authorization, meets with vendors to assist with creation and or management of custom database interface.
7. Creates and/or manages dynamic reports as related to student information.
8. Coordinates with student information systems team to produce reporting which will aid with creation/completion of state reporting.
9. Works with administrators to produce custom reports to use in making data-driven decisions.
10. Analyzes student information system for the purpose of proposing methods of reporting which will aid academic resource team leaders and/or administrators in making decisions that will improve attendance and academic performance.
11. Cooperates with other departments to retrieve data from student information systems on an as-needed basis.
12. When authorized, serves as liaison between student information system provider and third-party vendors to provide custom programming and/or applications.
13. Communicates, cooperates, and collaborates effectively with all parties necessary to complete projects and assignments.

- 14. Completes assignments in a timely and accurate manner.

SUPERVISION EXERCISED: This position is responsible for performance of supervisory duties of all technicians assigned.

PHYSICAL/MENTAL REQUIREMENTS AND WORKING CONDITIONS: None other than those requirements listed above.

TERMS OF EMPLOYMENT: 250 Days per year

SALARY: To be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy

Approved: 6-30-14
Revised 7-14-14
Revised 9-09-19