



JOB DESCRIPTION

Position Code: 699
Management Group: SJAA
Salary Range: 21
Work Days: 260
Page 1 of 3

POSITION TITLE: Program Manager, Student Information Systems

DEFINITION: Plans, organizes, coordinates and supervises the selection, implementation, operation, maintenance and function of the district student information system (SIS); ensure maximum utilization of staff, resources and equipment while meeting production schedules and requirements; perform related duties as assigned.

DIRECTLY RESPONSIBLE TO: Senior Director, Technology Services

SUPERVISION OVER: Classified employees as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Develops, implements, and coordinates student information system support policies, procedures, programs and standards.
2. Manages all support, development and trainings related to the district's student information system and auxiliary systems, as assigned.
3. Serves as the LEA CALPADS Administrator for the district to develop, implement, and coordinate policies, procedures, guidelines, and best practices.
4. Prepares and transmits data files within established time limits for and local, state and federally mandated reports and direct and manage the dissemination of student information to outside agencies.
5. Coordinates student data governance and develops and implements privacy policies, procedures, guidelines, and best practices in accordance with applicable local, state, and federal laws.
6. Develops and implements student information system change management procedures.
7. Develops, implements, and coordinates data exchanges between student information system and external vendors using student information for educational purposes.
8. Coordinates the development and integration of process improvement solutions within the student information system in collaboration with other district departments and divisions.
9. Assists in developing and implementing the district technology plan.
10. Manages classified support technical personnel and prepares and modifies work schedules and assignments of assigned staff.
11. Trains and evaluates the performance of assigned staff and assists with disciplinary actions and meetings as necessary.
12. Assists with the planning, development, and implementation of professional development trainings and workshops for assigned staff and areas of responsibility.
13. Keeps abreast of technology advancements, and maintain current understanding of changes in the student information system and auxiliary system capabilities and requirements.
14. Reviews and approves all hardware and software requests related to the district's student information system.
15. Researches, compiles, prepares, analyzes and reviews technical student information system data, correspondence, analytical studies and reports.
16. Identifies and reviews staffing needs with department management and participates in the interview and selection process of candidates.

17. Assists with departmental budget development and monitoring of expenditures in accordance with established policies.
18. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Education or formal training equivalent to four years of college; four years of progressively responsible experience in information management systems and/or information technology management clearly demonstrating possession of the knowledge and skills necessary to perform job duties; minimum of three years of experience in managing processes and staff responsible for databases and application server deployment and maintenance is preferred.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of student information systems in a school district environment
- Knowledge of modern data system architecture and database systems
- Knowledge of modern programming and scripting languages
- Knowledge of change management practices
- Knowledge of reporting requirements of various student-related reports and surveys
- Knowledge of implementation practices and procedures
- Knowledge of applicable federal, state, and local laws, regulations, and requirements applicable to student data and related student information systems
- Knowledge of student testing and evaluation policies
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to provide technical guidance and specialized support and coordination regarding the district student information system
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to prepare accurate and concise reports
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to plan, organize and lead student information system related projects
- Ability to effectively conduct and facilitate meetings
- Ability to communicate effectively both orally and in writing
- Ability to motivate, manage, evaluate and direct the work activities of employees

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including sitting or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 3/10/2009
Revised: 2/13/2019