

Job Title: **Director, Enterprise Systems & Data Services**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **090529**  
 FLSA Status: **Exempt**  
 Pay Range: **L16**

**SUMMARY:** Responsible for the successful functioning of educational systems and databases, software applications, and related services such as project management, training, systems analysis, systems integration, and data analytics. Directs the work of data and solutions architects, developers, database administrators, systems analysts, systems administrators, and client engagement managers in support of the district’s educational enterprise applications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manages and guides the development and support of key educational systems used in the district, in line with the strategy and priorities of Learning Services and schools. Collaborates with Information Technology (IT) and instructional staff around the ongoing development and implementation of a vision for process improvement. Ensures that the team creates systems and processes that positively impact student outcomes, reduce the cost of doing business, and improve customer service and return on investment provided to students, parents, staff, and community stakeholders.	D	25%
2. Delivers on-time, on-budget projects featuring strong, customer-centric project management work practices. Ensures that all projects are managed using approved project management best practices, while utilizing strong testing and contingency planning, and while featuring high quality project content and communication.	D	25%
3. Actively maintains a culture of a shared leadership model with other leaders on the Educational Systems Support team, while retaining full responsibility over the success of the educational systems operations. Fosters and nurtures a culture where everyone knows what they need to achieve in order to be considered successful, while supporting them in their growth. Provides appropriate autonomy to lead technical experts and architects on staff while holding them accountable for the overall success of their subsystems and projects.	D	20%
4. Ensures a maximum uptime (as close to 99.999% as possible) of all software systems under the purview of this position. Ensures that Service Level Agreement and/or standard procedures for dealing with software-related outages and off-hours troubleshooting are formally negotiated with customers and followed by all staff. Oversees scheduling of resources, communication, and response during system outages relative to the Educational Support Systems team. Responsible for the evolution and implementation of disaster recovery plan and business continuity relative to all software applications.	D	10%
5. Engages key end-user groups and stakeholders in governance processes, with the vision to constantly build and maintain a clearer, more effective, and more collaborative IT strategy in line with district and customer needs. Empowers end-users and stakeholders in new and innovative ways to access and manage resources (data, software and processes) on their own, while ensuring that overall system integrity and compliance with regulations and deadlines are maintained.	D	10%
6. In partnership with Adams 12 stakeholders, regularly assesses the district-wide need to replace software systems and applications. Follows district purchasing guidelines and best practices, and utilizes multi-vendor RFP purchasing processes. Provides a business case for new technology investments based on strong input from customers and community stakeholders, with multiple alternatives or comparisons between in-house and off-the-shelf solutions in ways that makes it easy for district leadership to make effective technology investment decisions	D	8%
7. Perform other duties as assigned.	Ongoing	2%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in business, education, information technology, or related disciplines preferred. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Master’s degree in related disciplines is preferred, but not required.
- Minimum five (5) years of experience in information technology management.
- Minimum five (5) years of experience in K-12 software systems projects preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Demonstrated history of advanced customer service, communication, and interpersonal skills.
- Management staff experience with regards to software development or related services.
- Demonstrated history of leadership with enterprise, customer facing projects, and systems.
- Advanced expertise in IT Project Management and enterprise technology implementation.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.
- Subject Matter Expertise in K-12 administrative data systems, student information systems and business processes preferred.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputer, Microsoft Office applications, Student Information Systems, Enterprise applications, and other IT applications.
- Specialized project management, diagramming and software: Viso, MS Project, and Web tools.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Chief Information Technology Officer	060301

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Application System Analyst, Entry	1	090500
	Application System Analyst, Journey	1	090520
	Application System Analyst, Senior	2	090522
	Data Analyst	1	TBD
	Data Architect, Senior	1	3019
	Data Base Administrator, Senior	1	090318
	Client Engagement Manager, Senior	2	3017
	Software Engineer, Senior	2	090530
	Solutions Architect	1	090535
	Visualization Analyst	1	TBD

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Supervisory responsibilities include hiring, disciplining, directing work, assigning work, training, evaluating employees, and assisting with terminations.
- Responsible for coordinating, administering, and monitoring budgets.
- Oversee project budgets and ensure adherence to budget constraints.
- Manage capital replacement plans for district devices and ensure appropriate funding allocation.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	