

SCHOOL BOARD OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR OF INFORMATION SYSTEMS (IS)

QUALIFICATIONS:

- (1) Bachelor's Degree in Accounting, Computer Science or Computer Education preferred.
- (2) Minimum of five (5) years previous experience and/or training involving data systems and data processing, preferably in a K-12 school setting.
- (3) Experience working with FLDOE FEFP rules and regulations.
- (4) Experience working with FLDOE FTE survey data validation and exception reports.
- (5) Experience working on group projects, coordinating goals, meeting deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in FTE procedures, FEFP survey procedures, etc. required. Ability to assist Coordinator Information Systems /IS Support Specialist/IS Data Clerks/Registrars in all aspects of student applications, preferred. Ability to assist human resource/finance/payroll in all aspects of business applications, preferred. Knowledge of school management processes such as payroll, finance, fixed assets, student schedules report cards, state reporting, preferred. Knowledge of school processes such as student attendance procedures, schedules, report cards, state reporting, preferred. Demonstrates effective oral and written communication skills. Skill in analyzing computer data (input / output). Ability to work on group projects, coordinating goals and meeting deadlines.

REPORTS TO:

Chief of Technology & Innovation

JOB GOAL

To guide the systematic planning for educational technology services that allow decision makers, at all levels, with data which is accurate, timely, and related to the operational and instructional improvement needs of the District, to function effectively.

SUPERVISES:

Information Systems Coordinator, Information Systems Support Specialist, Data Clerk and Assigned Personnel.

PERFORMANCE RESPONSIBILITIES:

- * (1) Work with all schools in meeting their IS/DOE/local goals and objectives that require system support.
- * (2) Work with Directors and Information Systems staff to ensure continued support and training related to student and business systems.
- * (3) Develop and maintain knowledge of State and other project regulations and guidelines.
- * (4) Generate report through the software systems and data mining, in formats to best help end

DIRECTOR, MANAGEMENT INFORMATION SYSTEMS (Continued)

users.

- * (5) Keep Executive Director informed of potential problems or unusual events within software systems.
- * (6) Process State FTE/FEFP data, correct errors so all schools receive all funding that is due.
- * (7) Direct and coordinate short and long range planning for Student and Business Information Services.
- * (8) Coordinate the information system with all other functions of the school system.
 - (9) Act as forms controller and serve on various committees of data users and providers in order to coordinate the identification of data elements and forms used for all necessary reporting.
 - (10) Provide data for collective bargaining negotiations.
- *(11) Develop, recommend and administer the Management Information System's budget.
- *(12) Supervise the destruction and retention of District records.
- (13) Manage and setup DOE Single Sign On (SSO) accounts and applications.
- (14) Participate in IS/Staff training programs and help pass on information to end users at all schools and departments.
- (15) Maintain contact with other school districts and professional management associations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the District's information systems.
- (16) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- (17) Respond to inquiries and concerns in a timely manner.
- (18) Perform other tasks consistent with the goals and objectives of this position.
- (19) Foster and develop a professional image.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

DIRECTOR, MANAGEMENT INFORMATION SYSTEMS (Continued)
Flagler Schools Strategic Framework - Technology & Innovation

Salary Lane: Non-School Based Administration - AQZ