

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Information Systems Manager**

Reports To: **Director of Information Technology**

Pay Schedule/Range: **TBD**

FLSA Status: **Exempt**

Prepared/Revised Date: **April 2023**

Work Year: **259-261 Days**

PRIMARY FUNCTIONS: The proposed Information System Manager would function as the district's primary support person for PowerSchool, state reporting, IAR, NWEA, and other student info-centric programs. This position would also manage to integrate existing (or new) systems so they talk to each other with minimal intervention.

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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Serves as primary support for district information systems.
2. Leads state data exporting (IWAS/ISBE) for state reporting and state assessments.
3. Leads data export / import into new systems as they are acquired.
4. Leads staff account creation and maintenance across systems.
5. Leads registration system for existing and new students to district.
6. Leads future-year scheduling and end-of-year rollover in information systems
7. Leads with the registration of existing and new students to the district.
8. Produces and maintains PDF/Knowledge Base tutorials on systems usage for staff and parents.
9. Performs training seminars with staff on software products (after school or institutes)
10. Leads day-to-day support for information systems.
11. Serves as the data point of contact for outside systems integrations.
12. Collaborates with other departments to create and produce specialized screens or data within the information system for ease of accessing student information.
13. Works with tech team evaluating projects.
14. Aggregates data from multiple systems for easier reporting for administration.
15. Trains and leads the Information Systems Specialist.
16. Develops and delivers customized reports for administration highlighting KPIs
17. Regularly reviews data access permission rules across data systems
18. Assists with SOPPA compliance for new systems
19. Other duties as assigned.

EDUCATION:

- High School Diploma or GED

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Pre-employment medical examination required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrates solid knowledge of Excel and CSV file editing
- Demonstrates knowledge of databases (primary keys, foreign keys and basic SQL)
- The ability to produce easy to follow documentation for staff
- Strong written and verbal communication skills
- Understanding of traditional grading, standards, and scheduling
- Preferred: 1 Year + tech support in a school district
- High travel expectations to support district staff
- Ability to learn quickly and adapt in an ever-changing environment
- Willingness to learn scripting language to automate processes

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Director of Information Technology

Direct Reports:	POSITION TITLE	# of Employees
	None	

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 DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.