

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGERS

1695b - Director of
Information
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REVISED

JOB TITLE: DIRECTOR OF INFORMATION MANAGEMENT SYSTEMS

REPORTS TO: Superintendent or cabinet level designee

NATURE AND SCOPE OF JOB:

The Director of Information Management Systems will work collaboratively with the Supervisors of Information Management Systems to coordinate all data warehouses, analyze all educational data, and develop a process for communicating critical data to affected departments. The Director of Information Management Systems will coordinate the maintenance and input of information into each of the District's information systems. The Director of Information Management Systems will work closely with the Data Team, individual stakeholder groups, school data teams, and departments and schools throughout the District to provide clear analysis and explanation of data in order to fully support all District initiatives and goals, as well as to assist in the development of data-focused solutions. This individual will manage the delivery of services, (both organizational and technical) as related to designing, planning, implementing, and supporting a central data department.

QUALIFICATIONS:

The Director of Information Management Systems shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Administrator Endorsement (N.J.A.C. 6:11-9.3 and 9.6).
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three (3) years of experience working with educational data and initiatives driven by educational data.
4. Have prior experiences running all district data warehouses, analyzing educational data, and developing a process for communicating critical data to affected departments, preferred.
5. Demonstrate knowledge and understanding of current educational programs and initiatives, such as Race to the Top, the new Tenure Law, etc. and how it relates directly to the data.

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6. Have excellent communication skills, the ability to build relationships among stakeholder groups, and the ability to interact with various organizational levels.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate sound facilitation, consultation, training, and presentation skills.
9. Demonstrate strong Data Analysis experience, in both an organizational and technical consulting environment.
10. Have excellent large scale, multi-team project experience.
11. Demonstrate excellent analytical and problem-solving skills.
12. Demonstrate the ability to collaborate with individuals within the Data Team.
13. Have excellent integrity and demonstrate good moral character and initiative.
14. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
15. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentations, and telecommunications, and be able to share that knowledge with others.
16. Hold a valid driver's license with no serious violations.
17. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
18. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

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19. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
20. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
21. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Official college transcripts.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment Interview.

EMPLOYMENT TERMS:

The Director of Information Management Systems shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Information Management Systems shall:

1. Work collaboratively with the Supervisors of Information Management Systems and the Data Team to manage all data warehouses and analyze all educational data.
2. Work closely with the Supervisors of Information Management Services, as well as individual stakeholder groups and departments throughout the District, to provide clear analysis and explanation of data in order to fully support all District initiatives and goals, as well as to assist in the development of data focused solutions.
3. Develop processes that will support current district initiatives and goals with accurate and telling data that will help the District steer programs that lead to improved student performance.
4. Lead cross-functional teams in implementing data and projects.
5. Have strong organizational skills and multi-tasking capabilities, excellent written and spoken communication skills, and ability to mentor others.
6. Have knowledge of applicable laws and regulations.
7. Ensure the integrity of all data center systems.
8. Provide Cabinet level members with feedback regarding data center systems in a proactive manner.
9. Engage in activities to increase awareness of new technologies and solutions.
10. Coordinate work activities by scheduling staff assignments, setting the work priorities, and directing the work of assigned employees, (including contractual) in the development of new information technology systems and enhancements to existing systems.
11. Facilitate transfer of student information between schools.
12. Work with a high degree of accuracy.
13. Run reports that verify MIS data and make appropriate corrections to data before submission to the State Department of Education.
14. Submit accurate MIS Reports to the State Department of Education prior to the deadline and maintain open communication regarding all MIS procedural changes.
15. Develop deliverables including, but not limited to: project plans, statistical reports, training plans, communication plans, and District status reports.
16. Provide reports to the cabinet detailing the projects delivered and overall engagement as well as highlighting best practices and/or case study opportunities.

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17. Monitor, analyze, and evaluate the District's systems and the data that is warehoused within them and share that information with the Supervisors of Information Management Systems.
18. Run reports that verify MIS data and make appropriate corrections to data before submission to the State Department of Education.
19. Submit accurate MIS Reports to the State Department of Education prior to the deadline and maintain open communication regarding all MIS procedural changes.
20. Maintain positive, cooperative, and mutually supportive relationships with the Data Team and the Supervisors of Information Management Systems.
21. Attend required staff meetings and serve, as appropriate, on staff committees.
22. Attend conferences and classes to develop and maintain knowledge of Database Management and the Student Information System.
23. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
24. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
25. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. Seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
26. Adhere to New Jersey School Law, State Board of Education rules and regulations,
 - a. Board of Education policies and regulations, school regulations and procedures, and
 - b. Contractual obligations.
27. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent or designee, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job, the staff member shall:

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1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception, along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Superintendent or designee shall evaluate the Director of Information Management Systems in accordance with Policy No. 3223 and Regulation Nos. 3223.1 and 3223.2; this Job Description and such other criteria as shall be established by the Board of Education.


Approved

9-1-2013
Date