

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Student Information Systems Manager

Classification: Classified Management

FLSA: Exempt

Reports to: Assistant Superintendent of Human Resources

Range: Classified Management Salary Schedule

SUMMARY

Under the direction of the Assistant Superintendent of Human Resources, administer, design, analyze, plan, program, support, maintain and modify a variety of database management systems on multiple disparate systems. Organize and direct the technical services aspects of the systems software function;

EDUCATION AND EXPERIENCE

Any combination of training, experience, certification and/or education equivalent to college level courses in information systems or other related field, supplemented by college level courses in systems analysis, database management and programming; and two years of recent, progressively responsible experience in the use of the student database management systems.

Must possess a valid California driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

1. Duties may include, but are not limited to, the following:
2. Install, configure and maintain student information system hardware and software on district servers and workstations.
3. Install new versions and releases of assigned software; monitor new releases and interact with vendor for support or corrective action.
4. Design, develop, schedule and produce standard and customized reports on a scheduled or ad hoc basis from the assigned software.
5. Administer and maintain user permissions, group permissions and passwords for the student information systems.
6. Development and implementation of staff in-service programs for certificated and classified staff which emphasizes and encourage the use of student information system technology.
7. Liaison with school's, District Office, County Office of Education, CDE, and CSIS staff and third-party software vendors to develop application and/or student data requirements.
8. Plan, develop and distribute procedures and documentation of student information system; provide advisory and training support to district users as needed.

9. Supervises and directs the strategy development, program analysis, design and timelines of software applications and special project requests.
10. Prepares and coordinates the District's Student Information System for federal and state program student data reporting requirements.
11. Assists with the direction, supervision and policy-making decisions of the District network and assure it is safe and efficient.
12. Develops and maintains the District's student information system for improving communication between elementary, secondary, and District Office staff on changing student data reporting requirements.
13. Leads in ensuring District-wide compliance with various student data standards in meeting Federal, State and local government reporting requirements.
14. Represents the District in student information systems committees, user groups, and technology support groups to keep current on trends and developments in the use of student information technology to improve student data access, storage, management and reporting needs.
15. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Skills:

- The methods and skills involved in establishing and maintaining an effective Relational Database Management System, including tuning, design, network communications, Backup/recovery, security and administration.
- Maintenance and administration of tasks related to Relational Database Management Systems.
 - Networks and Networking.
 - Computer hardware and peripherals.
 - SQL and other programming environments.
 - Oral and written communication skills.
 - Knowledge of DBA tools.

Abilities:

- Train, supervise and evaluate personnel.
- Oversee the development of cost effective student information procedures and systems.
- Install, operate and maintain various software applications.
- Prepare comprehensive technical materials.
- Prepare and present complete and accurate written and verbal reports.
- Operate standard office equipment, including microcomputers and related software applications.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, apply and explain rules, regulations, policies and procedures.

Physical Abilities:

Office environment. Sitting for extended periods of time; hearing and speaking to exchange information and make presentations. Requires good arm, hand and finger dexterity in order to operate keyboard and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

HAZARDS:

Extended viewing of computer monitor.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.