Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Director of Student Information Systems**

Qualifications:

Education: Bachelor degree in Computer Science, Management Information Systems, or related field. 3-5 years of experience with K12 student information systems can be substituted for the above educational requirement. Valid Oklahoma Driver's License and good driving record.

Training/Experience Required: Work with enrollment/admission standards and policies in a K12 environment. Work in Student Information Systems database, 2-3 years' experience is required. Basic knowledge of network and information systems infrastructure is recommended, but not required.

Special Skills, Knowledge, Abilities:

Skills are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing, and supervising staff.

Knowledge is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include current, legacy, and developing technologies; federal and state regulations; K-12 educational system organizations; pertinent codes, policies, regulations, and/or laws; and statistical analysis.

Ability is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider several factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem-solving is required to analyze issues and create action plans. Problem-solving with data frequently requires independent interpretation of guidelines, and problem-solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Job Goal (Purpose of Position): Serve as the subject matter expert utilizing the Student Information System to compile data in accordance with federal, state, and district mandates. To oversee the enrollment and registration of students and families into Moore Public School with dignity and respect. This position will head the coordination of SIS and the enrollment process to find the best practices to efficiently leverage the systems to meet district goals.

Essential Job Functions (Performance Responsibilities):

1. Manages all services related to student accounting databases and enrollment process.

2. Provides technical support for appropriate software applications for clerical and instructional staff.

3. Oversee and assist school sites with SIS and enrollment center troubleshooting.

4. Ensures the department maintains a high level of technical skill and advances in the field.

5. Attends board meetings upon request.

6. Responsible for the integrity and data security of SIS Database.

7. Ensures and maintains the confidentiality of district information.

8. Abides by all district policies and state and federal laws.

9. Supervises Information Analysts.

10. Supervises and maintains the operation of the year-round Central Enrollment Center.

11. Oversees the compilation of State Reporting deadlines and requirements.

12. Performs such other duties as assigned by supervisor.

Supervision Exercised: Information Analysts and Enrollment Center process

Site: Administrative Services Center

Reports To: Director of Technology

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included in the essential functions: Must be able to effectively communicate and have physical dexterity to operate keyboards, computers, copy machines, and other office machines. Ability to sit, bend, or squat occasionally.

Terms of Employment: 250 days per year

Salary: Set by Board

Evaluation: Performance of this job will be evaluated in accordance with Board policy.

Approved 08/09/2021