

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: **MANAGER OF STUDENT INFORMATION SERVICES** **Salary Range:** **25**
Employment Category: **Management/Supervisory** **FLSA Designation:** **Exempt**

Job Summary:

Under the general direction of the Director of Educational Technology and Information Systems, provides supervision and direction in the implementation and evaluation of the current Student Information System, sets data standards in conjunction with other departments, manages data, trains staff in software and other procedures, and confers with district/county/state offices and school site administrators to maintain sound data reporting.

Essential Job Functions:

- **Manages** and oversees the Student Information System, which includes design and implementation of procedures, creation of student data reports, and staff development and training.
- **Design** and implement information management procedures.
- **Determines** solutions to conform to district, county, state, and federal information management and reporting needs.
- **Evaluate**, compile, analyze, and provide valid conclusions from data provided by the student information system reports.
- **Oversee** the preparation district, county, state, and federal reports.
- **Supervises** and coordinates personnel for the purpose of ensuring efficient operation of the student information system and provide training and development of personnel.
- **Coordinate** with site administration to create district, county, state, and federal information management and reporting needs.
- **Provides** support to school site personnel utilizing the Student Information System.
- **Prepares** documentation and procedures (e.g. instructions, user manuals, software and hardware documentation, training material, etc.) for the purpose of providing written support and conveying information.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** meetings as needed for the purpose of conveying and/or gathering information required to perform functions.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to operate standard office equipment, operate various computer software applications, test and troubleshoot hardware/software problems, use English in both written and verbal form. Knowledge of the design, development, implementation and operation of the Student Information System. Knowledge of the characteristics, capabilities and uses of various Student Information System components, including Master Scheduling, data reporting to county/state. Abilities to diagnose problems related with the Student Information System and plan procedures for resolution. Ability to supervise, train and coordinate staff. Ability to plan, organize and implement complex network projects. Knowledge in how common school district information systems are utilized in the operation of elementary and secondary schools including, but not limited to, student information systems, emergency calling systems, food services systems, learning management systems, student assessment systems, and geographic information system. Ability to manage information systems, databases, write queries, and design automated reports. Define problems, collect data, establish facts, and draw valid conclusions. Present information and respond to questions from groups of managers, clients, customers, and the general public. Analyze and apply current information from business periodicals, technical procedures, or governmental regulations. Take responsibility for accuracy and completeness of work.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Other Atmospheric Hazards: Constant exposure to computers and equipment, anti-static sprays used on screens, paper dust from new computer paper.
- **Education and Training Required:** Bachelors Degree and three (3) years of experience in Student Information Systems applications.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Valid California Drivers license.

Board Approval Date: 10/02/2012