

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director, Student and Data Systems	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	9720	WORK YEAR:	12 Months
DEPARTMENT:	Technology Services	SALARY:	Range 17 Salary Schedule A
REPORTS TO:	Chief Information Officer	CABINET APPROVAL:	10-14-16

BASIC FUNCTION:

Plan, organize, coordinate, and supervise the operation, maintenance, and function of District's student information systems (SIS) and data systems; ensure maximum utilization of staff, resources, and equipment while meeting production schedules and requirements.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Participate in the formulation and development of support policies, procedures, programs, and standards for District's student information system (SIS) and data information systems. **E**

Manage all support, development, and training related to the District's SIS and data information systems; provide technical assistance. **E**

Oversee the accurate and timely preparation and transmission of data files for state and federally mandated reports; direct and manage the dissemination of student information to outside agencies; and ensure the quality of information shared with outside agencies. **E**

Monitor and support compliance with reporting necessary for external contracts and internal systems for managing data. **E**

Develop and implement change management procedures for SIS and data information systems. **E**

Develop and create quality communications to a variety of stakeholders on projects and District initiatives. **E**

Write comprehensive, objective reports and present information to a wide range of audiences. **E**

Coordinate with other District departments and divisions to develop solutions to integrate with SIS and data information systems. **E**

Assist in developing and implementing the District technology plan. **E**

Oversee, supervise, and evaluate performance of the classified technical support personnel as assigned. **E**

Monitor the professional development of staff to maintain pace with technology and District needs. **E**

Keep abreast of technology advancements and maintain current understanding of changes in the student information system capabilities and requirements. **E**

Review all hardware and software requests related to the District's student information system. **E**

Research, compile, generate, prepare, analyze, and review District data, correspondence, analytical studies, and reports. **E**

Monitor budget and make recommendations regarding expenditures and/or changes to SIS and data systems related processes and policies. **E**

Align SIS and data system infrastructure, utilization, design, and practice to District norms, strategy, and vision. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to the SIS and data information systems. **E**

Perform related duties and responsibilities as assigned. **E**

TRAINING, EDUCATION AND EXPERIENCE:

Education and Experience: Bachelor's degree required; master's degree preferred. Any combination of training, education, and experience which clearly demonstrates possession of the knowledge and skills necessary to perform job duties; minimum of two years' experience in managing processes and staff responsible for student information systems (SIS) and data information systems; databases and application server deployment and maintenance is preferred. Experience with direct K-12 classroom instruction; interaction with teachers and school personnel, staff training and professional development, technical guidance and specialized support, and coordination regarding the District student information system.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; and provide personal automobile for work-related travel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Student information systems (SIS) and data information systems in a school district environment.
- Common Core.
- Effective management practices and supervision techniques.
- Standardized, performance-based, and other assessments.
- Database systems and data management.
- Computer software applications relevant to educational assessment and research.
- Methodology used in educational research design and statistical analysis.
- Theory and practice related to student learning and educational measurement.
- School district organization, operations, policies, and objectives.
- Standard statistical and qualitative methodologies (e.g. basic research design and methods and other generally-accepted analysis approaches).
- Theory and practice related to student learning and educational measurement.

- Change management practices.
- Technical aspects of field of specialty.
- Reporting requirements of various student-related reports and surveys.
- Data and student information utilization, capture, organization and implementation practices and procedures.
- California Education Code.
- State and federal laws, regulations, and codes dealing with the reporting of educational programs.
- Student testing and evaluation policies.
- PC hardware and software.

ABILITY TO:

- Plan, organize, and lead student information system related projects.
- Provide training and specialized support and coordination regarding the District student information system.
- Coordinate logistics as well as ability to be flexible and problem-solve.
- Communicate effectively both orally and in writing.
- Apply advanced computer literacy skills, including fluency with MS Office software and statistical software programs.
- Effectively conduct and facilitate meetings.
- Prepare accurate and concise reports.
- Establish and maintain cooperative relationships with staff and service providers.
- Motivate, manage, evaluate, and direct the work activities of employees.
- Create and maintain strong relationships interdepartmentally to advance the District’s mission and ensure positive outcomes.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor classroom environment; continuous contact with staff, students, and the public; and driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sufficient vision to read volumes of printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the District in a personal automobile; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; sufficient dexterity to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; sufficient stamina to remain in a stationary position for extended amounts of time; and physical ability to transport or move objects and move about the facilities to conduct work.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date