



Student Information Systems Director

Job Overview

Directs and manages all matters related to directing and administering student information systems.

This job reports to the Executive Director, TLA.

Job Functions

- Directs and administers student information systems, maintaining a variety of functions including admissions, grades, scheduling, attendance, learning management, special education, library, medical data, reports, parent access and more.
 - Provides support to schools and internal departments for the overall collection and maintenance of data for student information systems in support of effective instructional practices, communications, and operational efficiency of student information in all WCS schools.
 - Serves as main point of contact for student information systems school management software.
 - Determines methods of operation and/or resources needed.
 - Establishes, implements, and modifies policies and procedures within established guidelines.
 - Ensures compliance with school district and other local, state and federal policies and regulations.
 - Develop and manage program-related budget(s) to meet District needs and objectives.
 - Prepares a wide range of materials (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) to document activities and issues, meet compliance requirements, and/or provide supporting materials for requested actions.
 - Collaborates with internal and external personnel to implement and/or maintain services and programs.
 - Maintains necessary record keeping system and records.
 - Keeps abreast of trends and developments with student information systems.
- Provides technical expertise, project coordination, and perform technical functions.
 - Develops communication plan informing users and stakeholders regarding system updates, security, etc.
 - Manages data interchange between application systems related to the SIS.
 - Solves problems and maintains functionality of student information systems.
 - Set up, maintains, and performs proactive monitoring of student information systems.
 - Vets and approves all data entered.
 - Coordinates, gathers, and validates data with appropriate staff.
 - Coordinates and provides direction to building staff regarding all areas of student information systems.
 - In coordination with internal stakeholders and external agencies, ensures accuracy of all records in SIS.
 - Manages and provides leadership for module implementation and/or delivery.
 - Coordinates with Instructional technology to ensuring rostering for APP access.
 - Manages U.S. Department of Education, Office for Civil Rights (OCR) reporting function for WCS.
 - Approves various elements of data changes within the system while ensuring no issues for other departments and education information systems (EIS) or state reporting.
 - Provides consultation, training, and support to all users.
- Supervises employees.
 - Assigns and reviews work.
 - Evaluates and reviews employee performance.
 - Interprets rules, policies, and procedures for staff members.
 - Counsels with and corrects employees as needed.
 - Trains employees.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Travel

Some travel within the District may be required.

Working Environment

The job is performed under conditions with potential exposure to risk of injury and/or illness.

Generally, the job requires 33% sitting, 34% walking, and 33% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling

Qualifications

Minimum experience: At least 3 years of increasingly responsible experience working with Student Information Systems (SIS) in an educational, school-based environment.

Minimum education: Bachelor's Degree, preferably in education, technology, or a related field.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of the principles, practices, and trends in Student Information Systems (SIS).
- Knowledge of institutional regulations and policies and ability to develop operational policies and procedures.
- Knowledge of federal, state, and local regulations pertaining to SIS.
- Knowledge of supervisory principles and practices.
- Knowledge of budgeting.
- Skill in collecting and/or analyzing data.
- Skill in problem solving.
- Ability to prepare and maintain accurate records and compose a variety of documents.
- Ability to read and interpret complex materials.
- Ability to extract, transform, and integrate data from multiple sources.
- Ability to conduct studies, analyze findings, and determine trends and/or make recommendations.
- Ability to present technical and statistical data.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with multiple departments and stakeholders.
- Ability to examine and modify the flow of work to increase productivity.
- Ability to supervise the work of others.
- Ability to establish and maintain effective working relationships.

Required Testing: None

Continuing Education/Training: None

Required Certificates and/or Licenses: None

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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