DIRECTOR I, INFORMATION AND EDUCATIONAL TECHNOLOGY SERVICES

OVERALL RESPONSIBILITY

Under general supervision, provide leadership and assume management responsibility for District information management systems including the business system, student systems, notification systems, dashboard systems, and custom applications developed for Modesto City Schools. Coordinate data collection, submission, verification and certification of various state reports. Oversee administration of the District's website, intranet, dashboard and general and specialist applications.

SPECIFIC RESPONSIBILITIES

1. Implement, monitor, and evaluate the operation of information management systems including systems analysis, programming, documentation, and training. *E*

2. Communicate with departments and school sites to ensure that data systems are efficient and provide the necessary information online or via reports and integrate with other district information systems. *E*

3. Evaluate end-user support procedures and training for district information systems. Develop and implement new procedures and/or training to increase end-user productivity. *E*

4. Serve as the district's liaison with the California Department of Education (CDE) to ensure State and Federal data mandates are met, including the requirement to track individual student enrollment and achievement data over time. *E*

5. Ensure reliable and robust process for all systems and applications, specifically financial system, student information systems, dashboard system, CALPAD and CASSP Operations, etc. *E*

6. Coordinate data collection, submission, verification and certification of various state reports. Communicate results with stakeholders. *E*

7. Oversee the integration of third-party applications with the student, business and other systems. *E*

8. Oversee the administration of the District's website, intranet, and dashboard. *E*

9. Participate in and ensure the evaluation of information systems and make recommendations on the selection and acquisition of software applications. *E*

10. Maintain support for existing information systems as those systems are upgraded to newer technologies. Develop and implement plans for the eventual transition from legacy systems. *E*

11. Implement, monitor and evaluate the delivery of information systems services consistent with the District Technology Plan timelines and funding. *E*

12. Develop and deploy student reports and dashboards to facilitate the analysis of data in support of District goals related to student performance and achievement. *E*

13. Review and evaluate requests for custom applications, new projects, and reports. Recommend relative priorities. *E*

14. Communicate with outside agencies to coordinate information needs. *E*

15. Direct, monitor, and evaluate the security and safety of information systems software and data. *E*

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16. Establish, implement and evaluate guidelines, set standards, and provide documentation for information system use. *E*

17. Assist with development of District technology policies. *E*

18. Develop and monitor the budget for information systems support and staff. *E*

19. Assist in the selection, orientation, supervision, and evaluation of personnel. *E*

20. Lead and ensure a high level of system analysis work including selection, implementation, and ongoing user support. Ensure existing systems leverage a high percentage of the system features on an ongoing basis. *E*

21. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.

22. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS
    Knowledge/Ability
        Minimum Requirements:
            Knowledge of information management software systems including systems analysis, programming, documentation, and training.
            Knowledge of state reporting data collection systems and an ability to analyze, interpret and communicate complex data.
            Ability to define problems, collect information, establish facts, evaluate alternative solutions and then draw valid conclusions to solve a wide range of problems.
            Knowledge of and ability to apply budgeting and accounting principles and practices.
            Knowledge of and ability to apply principles and techniques of planning and scheduling.
            Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
            Knowledge of and ability to apply effective supervision techniques.
            Knowledge of and ability to apply problem-solving processes and techniques.
            Ability to understand and implement complex oral and written directions given in English.
            Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling.

    Experience
        Minimum Requirements:
            Five (5) years of successful experience in a supervisory or managerial capacity.
            Successful experience in positions of increasing responsibility in Information Systems management.
            Successful experience with an enterprise-wide data management system.

        Desirable Qualifications:
            Five (5) years of successful experience in positions of increasing responsibility in Information Systems management in a school district data systems environment.
            Three (3) years of project management in a software development related field.

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Experience (continued)
Desirable Qualifications:
Knowledge of the CALPADS state reporting data system and experience using CALPADS to submit and verify local education agency data.
Competency in the use of Microsoft applications including Outlook, Word, Excel, and Access.

Education
Minimum Requirement:
Bachelor's Degree or any combination of education and experience equivalent to graduation from a college or university with a major in Computer Science/Business Administration or a closely related field.

Physical Characteristics
With or without the use of aids:
Sufficient vision to read small print.
Sufficient depth perception to work on computers and related equipment.
Sufficient hearing to hear normal and telephone conversations.
Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversation distance and on the telephone.
Sufficient dexterity to manipulate small objects, print or write legibly, or use a computer.
Sufficient physical ability to sit or stand for prolonged periods.
Sufficient physical ability to reach horizontally and vertically with arms.
Sufficient physical ability to lift and carry fifty (50) pounds.

REPORTS TO

Chief Technology Officer, Information and Educational Technology Services or designee

Cabinet Approved: 2/11/20
Board Approved: