FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

PERSONNEL   **JD 0000.0**

INFORMATION SYSTEMS SUPERVISOR

PRIMARY FUNCTIONS: Under the direction of the Director of Technology Systems and Support, the Information Systems Supervisor (ISS) plans, organizes, coordinates, and supervises the management of the District's Student Information Systems, Employee Information Systems, databases, and online applications. The ISS performs complex data analysis and maintains and upgrades district-wide information systems. The ISS provides required information to governmental and other outside agencies, as well as data extracts to FUESD staff to support decision-making in educational and business operations. The ISS manages and maintains system applications and databases. The ISS assists with planning and implementation of information systems for other departments and provides technical assistance where needed.

DIRECTLY RESPONSIBLE TO:
Director of Technology Systems and Support

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Manages, supervises, and supports the day-to-day operation of the District's Student and Employee Information Systems including but not limited to Infinite Campus, Illuminate, Clever, and various Microsoft SQL Server databases.

2. Manages and supervises the establishment and enforcement of data entry and data security standards in relation to the district adopted Student and Employee Information Systems.

3. Manages and supervises the data transfer (import/export) between various Student and Employee Information Systems and databases.

4. Oversees the design, development, and maintenance of efficient automated data transfer routines.

5. Manages and supervises the design, production, and accuracy of data collection procedures and reports to meet the needs of users, governmental agencies, and outside agencies.

6. Manages and supervises State and Federal data submissions including but not limited to the California Longitudinal Pupil Achievement Data System (CALPADS), Online Public Update for Schools (OPUS), and Civil Rights Data Collection (CRDC).

7. Performs complex data analysis to evaluate and summarize data from multiple sources.

8. Creates, maintains, and refines data visualization dashboards.

9. Provides training to district staff as needed or directed by supervisor and maintains an online collection of training resources, tutorials, and FAQs.

10. Assists other departments (Human Resources, Accounting, Special Education, etc.) with managing and maintaining data systems used by these departments.

11. Provides advice and guidance to other District technology personnel and users.

12. Maintains knowledge of current State and governmental agencies with regard to student data reporting requirements.

13. Interprets the State and Federal mandates regarding student data and communicates mandates to appropriate department personnel.

14. Represents the District to State and governmental agencies with regard to various data system needs and best practices.

15. Achieves and maintains a high standard of quality in all assigned projects.

QUALIFICATIONS GUIDE

KNOWLEDGE OF:

1. Student and Employee Information Systems and other complex database applications.

2. Procedures and methods for data analysis and interpretation including student performance data and other educationally related data.

3. Effective strategies for organizing data into comprehensible presentations for non-technical audiences.

4. Effective strategies for staff on data systems usage, analysis, and interpretation.

5. State and Federal data reporting systems and requirements including, but not limited to CALPADS, CBEDS, CRDC.

ABILITY TO:

1. Analyze work processes for new or revised computer applications.

2. Troubleshoot processes and technical problem analysis.

3. Operate personal computers and related software.

4. Ability to calculate figures and amounts such as averages, proportions, and percentages.

5. Compare and contrast current and historical data.

6. Use effective interpersonal skills.

7. Communicate effectively both in writing and orally.

8. Effectively use public contact techniques and telephone etiquette.

9. Work independently with little direction.

10. Plan, organize, and administer the data processing services of the district.

11. Maintain current knowledge of technological advances in the field.

12. Lead, manage, work cooperatively with, and support staff.

13. Work on multiple tasks with varying timelines.

14. Meet schedules and timelines.

15. Develop data management processes, policies, and procedures.

16. Explain policies and procedures and convey information in non-technical terms.

17. Implement change management procedures.

18. Define and communicate project requirements to staff and users.

19. Read and utilize technical information in print or electronic format.

20. Prepare comprehensive narrative and statistical reports.

21. Interpret, apply, and explain rules, regulations, policies, and procedures.

22. Communicate with users to effectively resolve problems with applications.

23. Supervise and evaluate the performance of assigned staff.

24. Prepare research, compile data, and make recommendations.

TRAINING AND EXPERIENCE:

Bachelor's degree in computer information systems, computer science or a related field. Minimum of four years of hands-on experience with the Infinite Campus Student Information System or a similar system. Three years of supervisory/ management experience preferred. Current certification and/or knowledge of managing a Microsoft SQL Server Database or a related student database. Previous work experience in a school district or county office of education is preferred.

LICENSES:

Possession of a valid California Class C driver's license.

Working Conditions
1. Office and School work environment.

2. Driving a vehicle to conduct work.

3. Some noise and temperature variations from computer equipment and adjacent offices.

Physical Abilities
1. Hearing and speaking to exchange information and make presentations.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Finger and grasp objects.

4. Lifting of materials weighing up to 50 pounds.

5. Bend, stoop, kneel, crawl, stretch, lift, and carry equipment and objects.

Job Description Adopted: