

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Director of Student Information Services
Job Family: Administration
Department: Student Information Services
Typical Work Year: 12 months

Pay Grade: Administrative Salary Schedule
FLSA Status: Exempt
Prepared Date: December 17, 2013

SUMMARY: Designs, implements and manages data processes to support the information and reporting needs of multiple clients, primarily Student Achievement and Student Services. This includes the processes by which the data is collected, the quality control of the data as entered, the sharing of data between systems, and the organization and reporting of that data to the various clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

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| W | 35% | Provides reports, statistical summary's, data files, etc. to Student Achievement and Student Services for accountability/monitoring reports and CDE collections, as well as other reporting needs. |
| W | 30% | Designs, implements and adjusts student reporting systems to ensure that required reporting needs for state mandates, Board requests, grant proposals, etc. can be met. |
| W | 20% | Trains and supports district staff on these systems and processes. |
| W | 5% | Designs, implements and maintains quality control processes to ensure the accuracy and integrity of student data on various systems. Works with district staff to make corrections. |
| M | 5% | Advises district on how to get the most out of existing report processes and how student reporting might be improved. |
| Ongoing | 5% | Perform other duties as assigned. |

EDUCATION AND TRAINING: Bachelor's degree from an accredited institution in computer science, business or public information, or other acceptable field.

EXPERIENCE: 3-5 years of experience in designing, implementing and maintaining data collection and reporting systems. This must include all phases of collection, data entry, quality control, interfacing between multiple systems and reporting. Must have prior experience with automated quality control systems for data integrity. Demonstrated successful project management experience required. Experience with Colorado public schools and CDE reporting preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid driver's license required.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical troubleshooting, and organizational skills.
- Advanced knowledge of data base administration.
- Advanced knowledge of and demonstrated experience with integrating data bases.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Advanced knowledge of and demonstrated experience with methods of information processing and storage retrieval.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment
- Microsoft Office application
- Database Information Systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**Reports to:** Director of Finance**Direct Reports:** Student Data Analyst**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Develop and oversee the Student Information Services budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		

Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	