

Job Title: **Manager, Student Information Systems**
Reports To: Director Applications
Classification: Administrative
Wage/Hour Status: Exempt
Days: 230
Salary: See Compensation Plan for Technology Pay Plan, Pay Grade 409
Contract: Non-Chapter 21
Date Revised: 12/19/2018

Primary Purpose: Responsible for the administration of the Student Information System (SIS). Acts as the primary point of contact for the system. Advocates and drives continuous SIS related process improvement. Collaborates and works across all areas of the district, providing expertise in Student Information System requirements.

Education/Certification:

- Bachelor's degree.

Special Knowledge/Skills:

Qualifications/Skills:

- Exemplifies leadership, effective communication skills, personal integrity, and collaborative leadership style.
- Ability to work with stakeholder community to determine needs, discuss possible solutions and strategies, build consensus and implement solutions to address needs.
- Has extensive knowledge of Student Information Systems.
- Has knowledge of Federal, State, and local student information reporting requirement for both general and special programs.
- Ability to manage projects and staff.
- Ability to manage budgets.
- Ability to program, debug and design systems.
- Demonstrates knowledge of relational database design, database products (SQL Server, MySql, Progress), and reporting solutions (Crystal Reports, SQL Server Reporting).
- Ability to maintain and organize data for completion of documents for government applications.
- Demonstrates strong organizational skills.
- Ability to solve complex technical problems quickly and produce results.
- Ability to interact effectively with all levels of district personnel.
- Ability to learn new technologies by reading, self-paced practice and minimal one-on-one training.
- Demonstrates self-motivation with ability to work unsupervised.
- Ability to prioritize and be flexible.
- Ability to multi-task and to work well under pressure.
- Demonstrates ability to interpret data and address needs of departments.

Experience:

- Minimum of five (5) years experience working with Student Information Systems.
- Experience in managing projects and staff.

Management and Support of SIS Applications:

- Implement and configure SIS system to meet district and state reporting requirements.
- Manage the SIS applications staff.
- Develop project timelines for applications updates/improvements.
- Is responsible for making timely, effective decisions at the project level and communicating those decisions both up and down the organizational structure.
- Manage budgets.
- Work with technology department personnel to prepare board agenda items.
- Assist departments in producing necessary documents for business operations.
- Develop project priorities and timelines for applications updates/improvements.
- Conduct detailed system analysis to define software requirements.
- Implement policies, procedures and guidelines to ensure data integrity.
- Perform regular data audits and resolve identified issues.

Major Duties and Responsibilities:

Communication/Training/Reports:

- Act as primary point of contact for SIS System support providing internal support and coordination with outside consultants and vendors.
- Consult with SIS users to ensure systems are adequate, functional and in-line with district requirements.
- Develop and foster strong working relationships with customer departments to allow for effective implementation of SIS projects.
- Communicate information and ideas in both technical and user-friendly language.
- Work with SIS users to develop practices and procedures that streamline District SIS related processes.
- Provide user assistance/training for software applications.
- Work with other departments in development and implementation of district policies related to student information.
- Design, program and implement software/reports to assist end-users.

Other:

- Perform other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate staff.

Equipment Used:

Computer and various office equipment.

Working Conditions:

Mental Demands:

- Maintain emotional control under stress.

- Work with frequent interruptions.

Physical Demands:

- Repetitive hand motions.
- Prolonged use of the computer.
- Work after-hours as necessary.

Application Procedure: Click Apply then Login. To complete your application, please visit our website at <http://www.springbranchisd.com> and click on JOIN OUR TEAM / APPLICATION PROCEDURES / ADMINISTRATOR.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. By applying for this position, I acknowledge that I have read and understand the job description listed above.