

SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

SUPERVISOR OF STUDENT INFORMATION SYSTEMS (SIS)

SALARY SCHEDULE: ADMINISTRATIVE – H

COST CENTER: DATA STRATEGY & INFORMATION SYSTEMS (9015)

QUALIFICATIONS:

- Bachelor's Degree from an accredited educational institution; Master's degree preferred.
- Minimum of five (5) years' experience in district-level or school-level leadership.
- Minimum of five (5) years' experience working with the Department of Education and meeting state timelines.
- Minimum of eight (8) years' experience in the application development life cycle of enterprise student information systems.
- Knowledge of student progression plans, graduation requirements, and all associated data elements and processing.
- Demonstrated extensive understanding of legislative requirements in assigned areas and collaborates with program personnel for district implementation and compliance.
- Demonstrated success supervising people in establishing goals, objectives and action plans to achieve district goals.
- Knowledge of all Registrar duties, requirement, and functions as it relates to day-to-day operation at the school level and FTE reporting requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of data processing, student information systems, gradebook applications, student progression, student assessment, graduation requirements, data requests, vendor contracts, and FERPA.
- Knowledge of federal and state legislation, School Board policies, rules and regulations related to assignments.
- Knowledge of industry best practices, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose strategic and tactical directions appropriate to the technologies under their direction; i.e. student information system, gradebook, student/parent portal, etc.
- Ability to work and communicate effectively as part of the team to facilitate the implementation of computer applications that achieve district goals and ensure compliance.
- Ability to plan, organize and prioritize assignments.
- Ability to balance several job functions at one time and work under a heavy workload.
- Ability to work cooperatively and collaboratively with other district departments, vendors, agencies, and the Department of Education.
- Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director of Data Strategy and Information Services

JOB OBJECTIVE:

To be responsible for the facilitation, planning, implementation, integration, and maintenance of enterprise student applications to maintain compliance and support district goals.

SUPERVISES:

District Data Support Coordinator
District Data Support Assistants
Registrar Support Coordinator
Registrar

SUPERVISOR OF STUDENT INFORMATION SYSTEMS [AND ASSESSMENT] (Continued)

Systems Programmer II
System Administrator I
Systems Operator

PERFORMANCE RESPONSIBILITIES:

- Demonstrates a professional code of ethics and values in alliance with FERPA.
- Act as the District subject matter expert on all activities related to the student information system, registration protocol, gradebook, and student/parent portal including, but not limited to, operations, change management and training.
- Serve as a liaison with the Florida Department of Education in all assigned areas of responsibility
- Serve as a liaison with internal and external data system developers to include the SIS to ensure compliance and efficiency
- Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing Sarasota County School Board and the IT Department in a positive light.
- Works with business process owners, specialists, and subject matter experts to acquire and keep up-to-date an in-depth knowledge base of the district instructional and operational processes at a level sufficient and necessary to translate these requirements into best practices.
- Manage the applications development life cycle and assigned staff to ensure that effective and efficient technologies, methodologies and techniques are utilized.
- Interface with the Office of Educational Facilities and Department of Education (DOE) concerning current regulations, codes and design changes as they relate to educational facilities.
- Provide leadership working with assigned staff through mentoring, coaching, and communication of work priorities.
- Make frequent visits to schools for first-hand knowledge of system successes and challenges.
- Provide training and assistance to school and District staff as needed/requested.
- Oversee the documentation of all projects and tasks within the district's HELP system.
- Models the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks.
- Provide for a safe and secure workplace.
- Maintain positive relationships and communicate effectively with staff and vendors.
- Participate in state and local workshops, committees and training sessions as required.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules and regulations.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

SUPERVISOR OF STUDENT INFORMATION SYSTEMS [AND ASSESSMENT] (Continued)

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11