

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR OF PROGRAMMING & DATA ANALYTICS

**SALARY SCHEDULE: ADMINISTRATIVE – H**

**COST CENTER: INFORMATION TECHNOLOGY (9020)**

**QUALIFICATIONS:**

- Bachelor’s degree from an accredited educational institution in software engineering, computer science, information technology, or related field. Master’s degree preferred.
- Demonstrated master level ability to use computer software applications, such as SQL, SPSS, Business Intelligence Development Studios, Excel, Reporting Services, Analytic Services and Integration Services to edit and manage data and conduct the appropriate statistical analysis.
- Demonstrated master level ability in at least one computer programming language: Python, TypeScript, JavaScript, C#, Visual Basic, Pascal, TSQL, .ASP, Rust, or Dart.
- Minimum of five (5) years’ experience in designing, developing and programming applications and/or databases in an enterprise environment.
- Minimum of five (5) years’ experience in managing a team of 4 or more individuals in application development and data analysis in an enterprise-level environment.
- Demonstrated ability to interpret and summarize data, present data in a variety of formats appropriate for the specific audience, and prepare written and oral reports.
- Minimum of five (5) years’ experience in school or central office educational work and project management preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and ability to design and implement application and databases that promote the educational and operational environment of the organization.
- Knowledge of database schemes and tables as it relates to the applications they support.
- Knowledge of federal, state and local laws, regulations and policies and reporting requirements related to assignments.
- In depth knowledge of computer programming concepts and techniques.
- Computer proficiency and application skills in using data analysis tools.
- Ability to communicate effectively, orally and in writing, with diverse groups.

**REPORTS TO:**

Director, Information Technology

**JOB OBJECTIVE:**

To design and develop applications and databases that support the educational and operational functions of the school district and that support more efficient, effective instructional and business decisions.

**SUPERVISES:**

Computer Systems Analyst  
 Programming & Data Analyst  
 Database Engineer  
 Database Engineer Coordinator  
 Database Management Coordinator  
 Database Coordinator  
 Business Systems Coordinator  
 Business Systems Operator

**School Board Approved – May 19, 2020 – School Board Approved November 6, 2024**

## **Supervisor, Programming & Data Analytics (continued)**

Business Systems Assistant

### **PERFORMANCE RESPONSIBILITIES:**

- Based on the informational needs of the district, determine the best and most feasible software application to be designed, developed, and maintained.
- Establish a methodology for creating teams within those staff reporting the Supervisor to design and develop new applications and/or databases.
- Use computer software applications, such as SQL, Excel, SPSS, or other applicable programs to edit and manage data and conduct the appropriate analysis.
- Proficient in database management using Business Intelligence Development Studios, SQL Server, Reporting Services, Analysis Services and Integration Services.
- Develop and maintain an accurate code library that accurately and thoroughly encompasses all current and past applications and databases used by the district.
- Interpret data analyses to summarize results, present data in a variety of formats appropriate for the specific audience, and prepare written/digital documentation of all analysis conducted.
- Develop, author, edit and deploy reports related to the Student Information System and other applications and databases used in the district.
- Train and supervise additional data management /programming / operational staff on analytic procedures and data management.
- Supervise and support business systems operational staff in the transmission of reporting elements on the state and federal level.
- Meet with school and district staff to develop a scope and plan for software application development.
- Assist in the interpretation of data, provide disaggregated data and provide training in using data for instructional decision-making.
- Evaluate direct reports and provide feedback as appropriate.
- Assist in providing the School Board of Sarasota County and the public with timely data in a form that is easily understood.
- Respond to inquiries or concerns in a timely manner.
- Keep the immediate supervisor informed, through appropriate channels, of potential problems or unusual events.
- Disseminate information and current research to appropriate personnel.
- Keep well informed about current trends and best practices and maintain expertise in assigned areas in order to fulfill project goals and objectives.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Maintain a network of peer contacts through professional organizations.
- Represent, consistently, the District in a positive and professional manner.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- 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:**

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

**Supervisor, Programming & Data Analytics (continued)**

**TERMS OF EMPLOYMENT:**

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

**EVALUATION:**

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**