

KILLEEN INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title: Director for Data and Information Services
Reports To: Executive Director for Technology Services
FLSA Status: Exempt

SUMMARY

Responsible for presiding over the Business/Personnel Systems, Student Management Systems, Data Warehouse and various other data management systems. Evaluates, forecasts and administers the needs for these teams. Defines and monitors projects. Maintains systems that currently exist. Coordinates the implementation of a new and/or replacement system(s). Ensures the Executive Director for Technology Services is abreast of all activities within this area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Establishes the standards for application configurations, documentation, training, support and processing.

Responds to the needs and questions of district level personnel which entail access to resources and operations within the area of Data and Information Services.

Remains knowledgeable in the area of standards (data and systems) and technology upgrades.

Creates and maintains a district disaster recovery plan for the systems and applications that are used and supported within this area.

Escalates urgent technical tribulations requiring more in-depth knowledge to appropriate internal resources.

Participates in growth planning and budget development.

Coordinates and supervises 3rd party vendors for application development, application growth, product direction, training and system administration.

Maintains all Data and Information Services applications.

Coordinates with campus and district-level users and their supervisory staff to perform needs analysis and prioritizes the development of solutions to those needs.

Serves as a technical resource for the campus and Data and Information Services personnel.

Coordinates with Technology Services in establishing and maintaining necessary security measures for protection of the privacy of district data.

Communicates with Technology Services about statuses and scheduling of projects.

Assists in analyzing and testing applications and/or systems to ensure reporting requirements for local, state, and federal purposes.

Aligns department goals with district vision by managing Data and Information Services timelines and budgets.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises all Data and Information Services staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Master's degree in Data and Information Services, Computer Science, Education, or related field, preferred. Bachelor's Degree in Data and Information Services or Computer Science, Educator, or related field. Eight years' experience in application/system administration, relational database management, customer relations, school district procedures and managerial experience.

OTHER QUALIFICATIONS

Experience working with restricted information and the aptitude in maintaining the integrity of sensitive data, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, to write reports, business correspondence, and procedure manuals, and to effectively present information and respond to questions from groups of administrators, staff, teachers and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions, and to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools. Ability to understand Board Policies and Administrative

procedures, to understand hiring and salary practices, to use a variety of operating systems, report writing and project management tools, and to work independently or in a team environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, and crawl. The employee must regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Regular district-wide travel to multiple campuses as assigned. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet.

Revised Date: August 8, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.