

Killeen Independent School District Job Description

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

SUMMARY: Provides vision and leadership for the Information Systems, PEIMS, and Accountability departments. 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. Plans, develops, and coordinates data analysis and reporting of data and other critical information in order to provide high quality, well-focused support for the priorities set by the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides comprehensive oversight and leadership to the Information Systems, PEIMS, and Assessment and Accountability departments.

Disseminates relevant information regarding Information Systems, PEIMS, and Assessment and Accountability to district staff.

Works in collaboration with Technology Services to establish and maintain necessary security measures for protection of the privacy of district data.

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

Coordinates the implementation of a new and/or replacement system(s).

Provides leadership in the establishment of the standards for application configurations, documentation, training, support and processing.

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

Works in collaboration with the Technology Services department to ensure projects are properly scheduled and a timeline for status updates has been created.

Plans, creates, coordinates, and manages the development of an academic dashboard.

Plans, creates, coordinates, and manages the evaluation of departmental needs and the design, implementation, and evaluation of current systems and processes that facilitate the continuous improvement of staff.

Establishes and implements and short- and long-term department goals.

Uses relational database functions and features to extract related data from source documents, including public datasets, and sorts/reduces/translates that data into acceptable formats for research and evaluation purposes.

Applies appropriate quantitative and qualitative research design and statistical techniques to collect, prepare, and maintain data in the preparation of periodic reports related to enrollment management, matriculation, assessment, evaluation, curriculum, student outcomes, student and staff demographics, and other related measures.

Works to ensure customer service remains a priority throughout the Data and Information Technology Department.

Participates in the district-level decision making processes and assists in the implementation of District programs.

Works in collaboration with the Executive Director for Technology Support to develop and administers the district-wide central administration technology budget.

Participates in the district-level decision making processes and assists in the implementation of District programs.

Works in conjunction with the Executive Director for Technology Support to maintain a cohesive relationship between the Technology Support Departments and the Data and Information Technology Departments.

Works with various departments to identify needs and develop ways to automate processes.

Provides leadership to ensure compliance with all required data reporting requirements to include, PEIMS data requirements and edits, maintaining auditable documentation, abiding by records retention periods, and monitoring/updating data within the district's student data management systems.

Provides leadership in resolving issues related to the extraction, aggregation and/or reporting of PEIMS data from the district's data management systems.

Provides leadership in the dissemination of information to various departments regarding data capture and input, data processing, data validation, and data storage needs to accommodate district data needs.

Provides campus level personnel, district leadership, and the Board of Trustees regular updates on TEA regulations, guidelines, and mandates related to assessment, and other critical information for state accountability.

Oversees the implementation of policies established by federal and state law, State Board of Education rule, and local board policy.

Leads/assists in professional development related to innovative programs and assessment training for teachers and administrators.

Interfaces with the Learning Services Department to provides school support, evaluate progress, assesses/analyzes data for the implementation of programs to facilitates improved student performance.

Plans, creates, coordinates, and manages the development and dissemination of analytical data related to district programs and services, including state testing.

Compiles budgets and cost estimates based on department and programmatic needs and participates in growth planning and budget development.

Conducts trend and gap analyses of student performance on state tests.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages Information Systems, PEIMS, and the Accountability departments. Is responsible for the overall direction, coordination, and evaluation of these departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and 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.

OTHER QUALIFICATIONS

Ability to use databases, spreadsheets, word processing, and presentation software; ability to use statistical software such as SPSS or SAS. Must have the technical skills as related to research, analysis, and planning needs.

EDUCATION and/or EXPERIENCE

Master's degree in Business Administration, Public Administration, Education or equivalent, required, a minimum of three years of campus experience as an educator, three years of experience in administration, required, and college courses in research and statistics, required.

CERTIFICATES, LICENSES, REGISTRATIONS

Teacher Certification, required; Principal Certificate, preferred

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, students, and general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability 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. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close-up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate. Frequent district-wide travel to multiple campuses as assigned. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

Revised Date: June 15, 2022

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.