Sequoia Union High School District
Job Description

JOB TITLE:	Information Services Manager
ADMINISTRATIVE RELATIONSHIP:	Reports to the Assistant Superintendent, Administrative Services
CLASSIFICATION:	Classified
REQUIREMENTS	**MINIMUM DEGREES/CREDENTIALS/EXPERIENCE REQUIRED FOR THE POSITION:** Entry Level (Management Level VIII): Demonstrates experience in information systems management and strong knowledge in SQL. Familiarity with appropriate information handling guidelines and management or support experience with secure file systems. Minimum 5 years successful experience in a large-scale computerized record keeping/information systems environment. Experience with leading and managing teams required. Senior Level (Management Level VII): Bachelor's degree in Information Technology, Computer Science or related field. Will have 10 years successful experience in a large-scale computerized record keeping/information systems environment with five or more years working within the Sequoia Union High School District. As an alternative to direct Sequoia Union High School District experience, applicant may have equivalent industry experience which qualifies them for the position. Experience with leading and managing teams required.
SALARY SCHEDULE:	Management Salary Schedule - VIII / VII
WORK - YEAR / HOURS:	12 Months
LOCATION:	District
BOARD APPROVAL:	November 14, 2007

BRIEF DESCRIPTION OF POSITION

Manage, organize, provide strategic direction and consulting in data processing activities for the district's computerized student records systems; and to perform related work as assigned.

The Information Services Manager is a SQL Database Administrator and reports to the Director of Information Technology. This is a management level classification. The incumbent directs, manages, and formally evaluates the work of others; and exercises responsibility for the successful operation of the Information Services Department (ISD).

EXAMPLES OF DUTIES

- Directs, coordinates, manages and participates in the day-to-day operations of the district's computerized student records system; ensures the timely and accurate processing of data and generation of output to meet user needs;
- Coordinates and oversees processing schedules; creates master calendar and consults with district and school site staff regarding requirements and deadlines;
- Establishes and maintains standards and procedures for the student information system; trains and assists users in proper procedures; answers questions and resolves problems; designs and modifies input forms and report formats as needed to meet requirements and improve efficiency;
- Manages the team to make sure integrity and accuracy of data and reports is maintained; provides guidance to team in troubleshooting errors or problems; confers with programmers regarding problem resolution and system enhancements;
- Directs, trains, manages, and formally evaluates subordinate staff; provides assistance and problem resolution as needed;
- Trains and Manages employees through the successful extraction and compilation of data and coordinates resources in the production, printing and distribution of various periodic and special reports relating to attendance, schedules, grades, transcripts and student demographic data;
- Reviews requests for release of student data in accordance with established policies and procedures regarding confidentiality and security OR creates guidelines where they do not currently exist.
- Manages team members to successful resolution of problems with reports, or system hardware problems;
- Consults with key users as a trainer and a liaison to develop innovative solutions to meet ever changing data reporting and data management needs.
- Provides daily operational leadership and management of the ISD.
- Trains Certificated and Classified staff on the creation of queries from the Student Information System and also the generation of reports from the Student Information System.
- Partners with Educational Services in the delivery of Communicado training.

QUALIFICATIONS

Knowledge of:
- Applicable laws, codes, regulations and policies, including security of data.
- Principles, capabilities and operations of designated server computer hardware and peripheral devices.
- Basic principles and operation of designated operating systems and various software packages.
- Principles and practices of management and leadership, including work scheduling, personnel management, financial management, and strategic planning.
- General office practices and procedures.
- SASI XP

Skill in:
- Directing, coordinating and managing data processing operations to meet needs and requirements.
- Training, managing and formally evaluating technical staff.
- Organizing, prioritizing and coordinating workflow.
- Operating designated server, computer, peripheral devices, operating systems and software.
- Managing and implementing the establishment, maintenance and processing of complex

        computerized recordkeeping systems.
- Working independently and using sound judgment within the framework of policies, procedures and guidelines.
- Identifying errors or problems and taking appropriate action, and assisting others in same.
- Communicating technical information clearly and effectively.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).
- Planning, Budgeting, and Team Building

MINIMUM DEGREES/CREDENTIALS/EXPERIENCE REQUIRED FOR THE POSITION

Entry Level (Management Level VIII):
Demonstrates experience in information systems management and strong knowledge in SQL. Familiarity with appropriate information handling guidelines and management or support experience with secure file systems. Minimum 5 years successful experience in a large-scale computerized record keeping/information systems environment. Experience with leading and managing teams required.

Senior Level (Management Level VII):
Bachelor's degree in Information Technology, Computer Science or related field. Will have 10 years successful experience in a large-scale computerized record keeping/information systems environment with five or more years working within the Sequoia Union High School District. As an alternative to direct Sequoia Union High School District experience, applicant may have equivalent industry experience which qualifies them for the position. Experience with leading and managing teams required.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

·   Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
·   Hearing and speech ability sufficient to enable communication by telephone and in person.
·   Manual dexterity sufficient to manipulate both single sheets and large stacks of paper; to keyboard with accuracy; and to operate, adjust and troubleshoot computers and peripheral devices.
·   Physical ability to sit or otherwise remain stationary at work post for long periods of time.
·   Physical ability to reach, bend and lift in order to load and unload paper supplies.

OTHER REQUIREMENTS

May require willingness and ability to work evening or weekend hours in the event of system failure.
Possession of valid state of CA driver's license.
Travel amongst local school sites required