

DATA PROCESSING/MANAGEMENT INFORMATION SYSTEMS DIRECTOR

GENERAL RESPONSIBILITIES:

1. Reports to the Assistant Superintendent for Support Services in Education
2. Responsible for managing an up-to-date data processing services function including both mainframe and microcomputer applications, equipment and technical personnel resources and systems analysis, applications, programming, and operations functions
3. Recommends annually an adequate level of data processing equipment and personnel in the schools, support services divisions and central office departments to maintain and process information appropriately and efficiently
4. Operates and manages the Data Processing/MIS Services Department within a cooperative and mutually supportive unit that values its customers and minimizes the time expended by building administrators, guidance staff, and data entry personnel

SPECIFIC RESPONSIBILITIES:

1. Provides administrative and technical direction for all data processing functions within the district
2. Identifies cost-effective computer development plans, software, and procedures
3. Confers with the data processing work-alike committees to identify data processing priorities
4. Plans, directs, supervises and evaluates subordinate personnel in systems design, applications, programming, technical support, user support, and computer operations
5. Maintains direct communication and visitations with school district users, data processing staff, and school district managers
6. Administers the data processing planning and budgeting processes; monitors expenditures to ensure adherence to budget guidelines
7. Recommends the appointment of personnel, provides staff training, works with employees to correct deficiencies, and recommends disciplinary actions
8. Coordinates the information system and data processing with all other functions of the school district
9. Provides for secure computer systems operations
10. Assists in evaluating educational, managerial, and administrative operating systems and plans and recommends information systems designs to improve the operational efficiency of the school district
11. Implements the requirements of state statutes relative to the school district Management Information System
12. Coordinates and directs the installation and modifications of computer hardware for data processing purposes
13. Directs and coordinates development for the district-wide integrated information system insuring the most efficient and effective use of hardware, software, and systems networking
14. Establishes a support network for assisting information systems and the implementation of new information systems, including, but not limited to, technical training for users, troubleshooting, and system program maintenance
15. Responsible for updating and maintaining documentation of district-oriented software
16. Provides for system backup and disaster preparedness
17. Prepares and audits FTE reports and procedures
18. Performs such other duties as assigned by the Assistant Superintendent for Support Services in Education