**DATA PROCESSING/MANAGEMENT INFORMATION SYSTEMS DIRECTOR**

**GENERAL RESPONSIBILITIES:**

* Reports to the Assistant Superintendent for Support Services in Education
* 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
* 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
* 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:**

* Provides administrative and technical direction for all data processing functions within the district
* Identifies cost-effective computer development plans, software, and procedures
* Confers with the data processing work-alike committees to identify data processing priorities
* Plans, directs, supervises and evaluates subordinate personnel in systems design, applications, programming, technical support, user support, and computer operations
* Maintains direct communication and visitations with school district users, data processing staff, and school district managers
* Administers the data processing planning and budgeting processes; monitors expenditures to ensure adherence to budget guidelines
* Recommends the appointment of personnel, provides staff training, works with employees to correct deficiencies, and recommends disciplinary actions
* Coordinates the information system and data processing with all other functions of the school district
* Provides for secure computer systems operations
* 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
* Implements the requirements of state statutes relative to the school district Management Information System
* Coordinates and directs the installation and modifications of computer hardware for data processing purposes
* Directs and coordinates development for the district-wide integrated information system insuring the most efficient and effective use of hardware, software, and systems networking
* 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
* Responsible for updating and maintaining documentation of district-oriented software
* Provides for system backup and disaster preparedness
* Prepares and audits FTE reports and procedures
* Performs such other duties as assigned by the Assistant Superintendent for Support Services in Education