

TUSTIN UNIFIED SCHOOL DISTRICT

MANAGER, STUDENT INFORMATION SYSTEMS

Range 19

DEFINITION:

The Manager, Student Information Systems, under the general direction of the Senior Director of Information Technology, supervises the District's information systems, sets data standards in conjunction with other departments, manages data, trains staff in software and other procedures, and confers with district/county offices and school site administrators to maintain sound data reporting.

ESSENTIAL DUTIES:

- Plans, organizes, and leads a large school district's information systems.
- Manages information systems, databases, writes queries, and designs automated reports.
- Designs and implements information management procedures.
- Designs and implements solutions to changing district, county, state, and federal information management and reporting needs.
- Compiles, analyzes, and provides valid conclusions from information system data.
- Prepares district, county, state, and federal reports.
- Supports with demographic projections.
- Works with various departments and programs in preparing required reports and ensuring accurate reporting.
- Prepares, maintains, analyzes, and distributes a variety of student enrollment and attendance reports, records, summaries and files; prepares class size reports and projections.
- Trains staff on the proper use of information systems and data quality practices.
- Supervises the work of the school site information management staff.
- Assists sites with phone calling communication systems.
- Writes reports, business correspondence, and procedure manuals. Performs related tasks as required.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Use and management of Aeries including Aeries CS, Aeries queries, Aeries.net, ABI, and ParentPortal at the expert level.
- Common desktop software applications including Microsoft Office and Adobe Acrobat.
- How common school district information systems are utilized in the operation of elementary and secondary schools including, but not limited to, student information systems, emergency calling systems, food services systems, learning management systems, student assessment systems, and geographic information system.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

- District, state, and federal guidelines.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office practices and procedures.

Ability to:

- Manage information systems, databases, write queries, and design automated reports.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Present information and respond to questions from groups of managers, clients, customers, and the general public.
- Analyze and apply current information from business periodicals, technical procedures, or governmental regulations.
- Take responsibility for accuracy and completeness of work.
- Maintain confidential data.
- Work effectively without supervision.
- Train and evaluate the performance of assigned staff.
- Gather and analyze data.
- Meet schedules and time lines.
- Operate a computer using standard software.
- Communicate effectively orally and in writing.

Education/Training/Required Certification:

- High school graduate or equivalent.
- Valid California Driver's License.
- Supplementary advanced training in data processing or related work is desired
- Bachelor's degree desired.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is required to hear and speak to exchange information in person or through the use of technology; use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand, sit, taste and/or smell. The employee is required to frequently walk and stand to access work areas and equipment; stoop, kneel, crouch, or crawl to access or place objects or equipment; carry, lift, push or pull moderately heavy objects; ascend and descend ladders, stairs, and ramps; and will involve walking or standing for extended periods. The employee may regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work under deadlines with constant interruptions; and interact with students, staff, parents, the public, and others encountered in the course of work.

WORK ENVIRONMENT

Employees work in classrooms, computer labs, and offices where the noise level is usually moderate to loud. The employee travels to a variety of school and off-site facilities for meetings. Working conditions may include regular exposure to fumes, dust, odors, cleaning agents, and chemicals. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may also occasionally be experienced.