



COORDINATOR, INFORMATION SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Technology, this position is responsible for planning, designing, implementing, supporting, maintaining and coordinating the division's enterprise information systems and applications; and providing vision and leadership for developing and implementing information technology initiatives that improve student achievement, and division operations and cost effectiveness.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide service, support, and training through the department to the schools and departments in the area of information processing for student data and HR/Payroll systems.
- Manage state reporting requirements and produce and submit relevant reports as needed.
- Supervise the development, implementation, and maintenance of division systems.
- Collaborate with department heads to review status of project work and requests and determine future needs.
- Estimate personnel requirements, budgets, and schedules for systems projects.
- Evaluate technological possibilities for technical, operational, and economic feasibility.
- Review and present proposed systems solutions for approval.
- Develop and guide systems testing and conversion plans.
- Develop and maintain division information system policies and standards relating to the operation and support of information systems.
- Direct, develop and evaluate the performance of assigned departmental staff to ensure efficient and effective services.
- Assist with screening, interviewing, and recommending qualified candidates for technical vacancies.
- Keep abreast of emerging trends in technology and apply new knowledge to job.
- Serve on committees and participate in meetings regarding long- and short-term technology planning.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of computer software systems and Systems Development Life Cycle. Must have a comprehensive knowledge of equipment and software characteristics of various computer systems and a general understanding of system features and their integration capabilities; comprehensive knowledge of systems design and development process, including requirements analysis, feasibility studies, software design, programming, field testing, installation, evaluation and operation management; comprehensive knowledge of business process analysis and reengineering; ability to manage the procurement of equipment and software; ability to manage training programs for staff to support an enterprise operation; ability to manage, motivate, educate, evaluate and lead staff personnel as well as create and motivate behavior change; ability to establish and maintain effective working relationships with others; ability to communicate effectively and professionally both orally and in writing; ability to prepare technical reports, manuals and documentation. Must be able to demonstrate leadership and project management skills.



EDUCATION AND EXPERIENCE

Required:

Bachelor’s degree.

Considerable experience in the field and industry certifications.

Ten (10) years of experience in system development with five (5) of the years in an IT team leadership role.

Preferred:

Master’s degree in information technology or related field.

Prior experience with systems such as K-12 student information system, teacher Grade Book programs, as well as human resources and payroll.

ITIL Foundation Certificate in IT Service Management.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Work involves moderate exposure to loud noises. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: Rev.6/00, 2/13, 5/17, 7/20
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