SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR OF STUDENT INFORMATION SYSTEMS (SIS) AND ASSESSMENT

SALARY SCHEDULE: ADMINISTRATIVE – [D] - <u>H</u>

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:
- Bachelor's Degree in a technology- or business-related field. Master's degree preferred.
- Minimum of five (5) years' experience in district-level or school-level leadership.
- Knowledge of district standardized assessments, student progression, graduation requirements, and all associated data elements and processing.
- Demonstrated extensive understanding of legislative requirements in assigned areas and collaborates with program personnel for district implementation and compliance.
- Demonstrated success supervising people in establishing goals, objectives and action plans to achieve district goals.
- Knowledge of state, federal, and international student assessment schedules and requirements.
- Knowledge of all Registrar duties, requirement, and functions as it relates to day-to-day operation at the school level and FTE reporting requirements.
- Minimum of five (5) years' experience working with the Department of Education and meeting state timelines.
- Minimum of eight (8) years' experience in the application development life cycle of enterprise student information systems.
- Minimum of three (3) years' experience with enterprise application integration, relational/object-based databases, object-oriented languages and methodologies, data warehousing and reporting tools.

KNOWLEDGE, SKILLS AND ABILITIES:
- Knowledge of data processing, student information systems, gradebook applications, student progression, student assessment, graduation requirements, data requests, vendor contracts, and FERPA.
- Knowledge of federal and state legislation, School Board policies, rules and regulations related to assignments.
- Knowledge of industry best practices, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose strategic and tactical directions appropriate to the technologies under their direction; i.e. student information system, gradebook, student/parent portal, etc.
- Ability to work and communicate effectively as part of the team to facilitate the implementation of computer applications that achieve district goals and ensure compliance.
- Ability to plan, organize and prioritize assignments.
- Ability to balance several job functions at one time and work under a heavy workload.
- Ability to work cooperatively and collaboratively with other district departments, vendors, agencies, and the Department of Education.
- Ability to communicate effectively, both orally and in writing.
- Skills in personnel management, interaction and supervision techniques.

REPORTS TO:
Director, Information Technology

JOB OBJECTIVE:
To be responsible for the facilitation, planning, implementation, integration, and maintenance of enterprise student applications and standardized student assessment to maintain compliance and support district goals.

SUPERVISES:
District Data Support Coordinator
District Data Support Assistants
Registrar Support Coordinator
Program Evaluation and Assessment Coordinator
Test Distribution Center Clerk
Other Assigned Personnel

PERFORMANCE RESPONSIBILITIES:
- Demonstrates a professional code of ethics and values in alliance with FERPA.
- Act as the District subject matter expert on all activities related to the student information system, registration protocol, gradebook, and student/parent portal including, but not limited to, operations, change management and training.
- Direct the administration and reporting of all federal/state/school board mandated testing/assessment programs, including oversight for training of school test administrators, registrars, monitoring compliance with state administration procedures, maintaining the security of tests, and disseminating results.
- Direct the state-initiated test security investigations and test audits, including guiding schools in the compilation of required research, evaluating findings, and submitting reports to the state.
- Oversee the planning, development, implementation of system-wide formative and summative assessments programs and local End of Course (EOC) exams and lead district efforts in the interpretation and application of data for student progress monitoring and to inform the needs for professional development and teacher support.
- Collaborate with district departments and administrators to deliver professional development that ensures the integration of assessment and instruction, aligned to the Florida Standards, to support classroom practice.
- Serve as a liaison with the Florida Department of Education in all assigned areas of responsibility
- Serve as a liaison with internal and external data system developers to include the SIS to ensure compliance and efficiency
- Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing Sarasota County School Board and the IT Department in a positive light.
- Works with business process owners, specialists, and subject matter experts to acquire and keep up-to-date an in-depth knowledge base of the district instructional and operational processes at a level sufficient and necessary to translate these requirements into best practices.
- Manage the applications development life cycle and assigned staff to ensure that effective and efficient technologies, methodologies and techniques are utilized.
- Interface with the Office of Educational Facilities and Department of Education (DOE) concerning current regulations, codes and design changes as they relate to educational facilities.
- Provide leadership working with assigned staff through mentoring, coaching, and communication of work priorities.
- Make frequent visits to schools for first-hand knowledge of system successes and challenges.
- Provide training and assistance to school and District staff as needed/requested.
- Oversee the documentation of all projects and tasks within the district's HELP system.
- Models the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks.
- Provide for a safe and secure workplace.
- Maintain positive relationships and communicate effectively with staff and vendors.
- Participate in state and local workshops, committees and training sessions as required.
- Prepare all required reports and maintain all appropriate records.

Supervisor of Student Information Systems and Assessment (Continued)

- Follow all School Board policies, rules and regulations.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11