



**Job Title:** Assistant Director, Data and Administrative Systems

**Exemption Status/Test:** Exempt

**Reports to:** Director of Data and Administrative Systems

**Date Revised:** July 2022

**Dept./School:** Technology and Information Systems

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**Primary Purpose:**

To plan and develop activities related to the integration of software programs and applications into the Student Information System and district databases. Provide troubleshooting and application analysis for user support. Serve as a liaison among business process and systems changes related to document digitization and document-driven business processes

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree
- Master's Degree, preferred
- Experience with development and reporting functions for large organization databases, public school district organizations preferred
- Supervisory experience, preferred

**Experience:**

- Experience with SIS as well as the associated internal and external tools.
- Experience with large systems integrations
- Working knowledge of database query logic (SQL)
- Working knowledge of database reporting tools (Crystal Reports)
- Working with diverse teams to achieve common goals
- Minimum 2 years with business process implementation experience, required.
- Minimum 3 years of experience preparing business analysis artifacts such as Business Requirements Documents (BRD), Software Requirements Specifications (SRS), Use Case Specifications, or similar requirements documents, preferred

**Special Knowledge/Skills:**

- Knowledge and experience in the Texas K-12 Public Education System
- Demonstrated ability to facilitate and conduct business process reviews and fit/gap analyses
- Experience with gathering requirements and working with technical staff to develop technical designs
- Experience with ECM, Document Management, Records Management, Business Process Applications, and/or Collaboration solutions with demonstrable experience of business case preparation and solution implementation
- Extensive knowledge about student information system components, including teacher gradebook, grading and reporting, scheduling, etc.
- Ability to manage student information systems (SIS) and Applications
- Ability to provide technical support for paraprofessional and professional staff using the student information system components
- Strong communications and interpersonal skills
- Experience with SQL preferred
- Experience with developing and scripting a plus

**Major Responsibilities and Duties:**

**Enterprise Content Management**

- Work closely with District stakeholders to streamline business processes and solve operational issues

- through the use of ECM Workflow technology and process redesign
- Ongoing identification and prioritization of business processes as project candidates for digital transformation
- Gather, analyze, understand, document, and communicate requirements across cross-functional project teams
- Create and maintain documentation including functional and technical design specifications
- Participate in the design, build and implementation of Document Management solutions to address business requirements and bridge the gap between “business problems” and “technology solutions”

### **SIS Management**

- Establish timelines and delegate tasks to process End of Year and establish all campus and district configurations for each new school year.
- Manage SIS vendor addendums and releases by assigning staff to test and report in alternate environments before scheduling the upgrade in the production system with the external hosting vendor.
- Manage configuration changes and reporting needed throughout the school year, specifically related to choice of school and next year school assignments.
- Assist with training, reporting, and collecting PEIMS data for state reporting.

### **Data Integrations (Imports and Exports)**

- Organize and delegate responsibilities for each integration by developing specifications, timeline, workflow, and ongoing reporting.
- Build and maintain schedule of import/export routines to balance the impact on the district queue.

### **Special Development or Reporting Projects**

- Partner with other department staff to develop needs assessment for projects in specific areas.
- Establish timelines and delegate tasks so that project results can be documented in a timely manner.

### **Policy, Reports, and Law**

- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.

### **Personnel Management**

- Develop training options and improvement plans for technical analyst staff to ensure exemplary operations in the student information system areas.
- Train and supervise personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.

### **Other**

- Attend professional growth activities to keep abreast of innovations in student information systems and the related components.

### **Supervisory Responsibilities**

ECM Technical Analysts

Data and Administrative Systems Technical Analysts

### **Mental Demands/Physical Demands/Environmental Factors**

Infrequent district wide travel and occasional statewide travel

Occasional prolonged and irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by

Date

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