Job Title:	Executive Director of Data and Administrative Services	**Exemption Status/Test:** Exempt
Reports to:	Chief Information Officer	**Date Revised:** September 1, 2015
Dept. /School:	Technology and Information Services	

Primary Purpose(s)/Secondary Role(s):

Oversee the development of school district-wide applications and executive dashboards
Establish reporting frameworks and timelines, select and deploy Business Intelligence (BI) tools and portal
Define and implement school district-wide policies for data privacy/security and interoperability
Assist with the coordination and integration of and manage a Learning Management System (LMS) and online assessments
Manage Data Center operations
Responsible for the entire lifecycle of software and data from analysis to support, and systems integration with other service/system providers, including the provisioning of data feeds and analytics in support of compliance with local, state and federal regulations
Support the process of asset and configuration management
Support school district efforts to implement identity management and Active Directory
Ensure a focus on business process improvement and project management best practices, leading to higher return on investment (ROI), cost savings, and quality of services for school district stakeholders
Help provide management, direction and leadership to all TIS staff for the operation and maintenance of school district technologies

Qualifications:

Education/Certification:

Bachelor's degree in Business, Education or Information Technology, or related disciplines preferred

Four additional years of similar and relevant experience may be substituted for this requirement, MBA in related disciplines is preferred, but not required

Information Technology Infrastructure Library (ITIL) Foundations, Project Management Professional (PMP) and ITIL Practitioner preferred

Special Knowledge/Skills:

Senior subject matter expertise in K-12 administrative data systems, student information systems and business processes
Proficiency required in developing Return on Investment (ROI)/Business Value models and managing the ongoing assessment of project delivery quality
Ability to work effectively and collaboratively in a team environment and with employees at all level/areas of the school district
Capacity to promote and follow Board of Education and Superintendent Policies, and School and Department processes
Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds
Recognition of the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

Experience:

Minimum five year(s) of experience working with technical applications/functions such as K-12 administrative software systems projects

Required Skills:

1. Microsoft Office applications, Skyward – Student Information Systems, Enterprise applications, and other IT applications
2. Specialized project management, diagramming and software; Visio, MS Project and Web tools
3. Working knowledge of SQL

Major Responsibilities and Duties:

1. Engage key end-user groups and stakeholders in Steering and Data Governance and Management processes, with an eye to constantly building a clearer, more effective, and more collaborative IT strategy in line with school district, school, and customer needs.
2. Empower end-users and stakeholders in new ways to access and manage resources (data, software and processes) on their own, while ensuring that overall system integrity and compliance with regulations and deadlines are maintained.
3. Direct all software development work and staff such as software developers, database administrators, system analysts, application analysts and software testers, while ensuring that a standardized, structured software development methodology is followed, with a focus on agility and innovation.
4. Guide the evolution of methodology and process, through research gleaned from external sources including interaction with software industry and K-12 best practices.
5. Actively manage and guide development of key administrative systems used in the district, in line with the strategy and priorities of areas such as Finance, Human Resources, Business Services, as well as Curriculum and Instruction, and schools
6. Collaborate with diverse stakeholders in GISD around ongoing development and implementation of a vision for process improvement.
7. Continually keep up to date with changes in processes, regulations, district strategy, and the vision of Senior Staff, in order to create systems and processes that positively impact student outcomes, reduce cost of doing business, and improve customer service and return on investment provided to parents, staff and community stakeholders.
8. In partnership with GISD stakeholders, continually assess the district-wide need to replace software systems and applications, while providing an updated budget that accurately estimates IT spending with 12 month detailed breakdowns and 60-72 month projections.
9. Perform other duties as assigned.

Supervisory Responsibilities:

- Actively maintain a culture of shared leadership with other TIS Directors
- Foster a culture of accountability so that all TIS staff know what they need to achieve in order to be considered successful
- Provide appropriate autonomy to lead technical experts, while holding them accountable for overall success of their subsystems and projects
- Help to create a growth path for all staff through such efforts as peer-to-peer mentoring and cross-training, while also incentivizing staff to engage in vendor/industry seminars and accredited continuing education programs

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; standard instructional equipment
Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping
Motion: Moderate walking
Lifting: Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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