

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR, MANAGEMENT INFORMATION SYSTEMS / INFORMATION TECHNOLOGY

QUALIFICATIONS:

- 1) Master's Degree in Educational Leadership, Accounting, Computer Science or Computer Education preferred.
- 2) Bachelor's Degree in Education, Accounting, Computer Science or Computer Education.
- 3) Associate's Degree with related experience in data processing and information systems may be substituted for the Bachelor's Degree.
- 4) Experience with the Florida Department of Education in collection, editing and transmittal preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of management and information technology systems, Florida state reporting requirements, instructional and administrative development processes. Organization and people skills are required. Ability to relate to people, energize subordinates, provide clean and concise direction. Ability to analyze and present data and findings in a logical and understandable format.

REPORTS TO:

Assistant Superintendent, Administration

JOB GOAL

To guide the systematic planning for educational technology services that allow decision makers, at all levels (including state reporting), with data which is accurate, timely, and related to the operational and instructional improvement needs of the District, to function effectively. To provide instructional and operation leadership for Levy Virtual School.

SUPERVISES:

Coordinator of MIS/IT, Computer Technician, Teacher on Special Assignment/Administrative Assistant - Levy Virtual School, High School Counselor - Levy Virtual School, Teacher - Levy Virtual School, Secretary to Director, Data Clerk (Family Empowerment and Transportation)

PERFORMANCE RESPONSIBILITIES:

- * (1) Ensure that the School District is able to meet the State database requirements in student, staff, and financial data.
- * (2) Lead District data entry staff and make appropriate recommendations concerning staff, software and hardware concerns.
- * (3) Provide direction and administration in preparation of the Florida Education Finance Program (FEFP) reports.
- * (4) Direct and coordinate short- and long-range planning for Management Information Services in conjunction with NEFEC.
- * (5) Provide a system of reporting specified information needed for instruction, administrative, planning, and public relations purposes.

DIRECTOR, MANAGEMENT INFORMATION SYSTEMS / TECHNOLOGY (Continued)

- * (6) Supervise the District's Management Information System to ensure appropriate usage and optimal efficiency.
- * (7) Provide services and implement necessary programs to meet organizational needs.
- * (8) Coordinate the information system with all other functions of the school system.
- (9) Maintain contact with other school districts and professional management associations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the District's information system.
- *(10) Evaluate educational, managerial, information technology, and administrative operation systems and plan and recommend information systems designed to improve the operational efficiency of the school system.
- (11) Provide liaison with local, State and federal educational and government units to improve the compatibility of the School District's information system with corresponding systems of other units.
- (12) Provide educational and operation leadership for Levy Virtual School.
- (13) Provide data for collective bargaining negotiations.
- *(14) Provide oversight for efficient and secure computer systems and services to meet organizational needs.
- (15) Assist in the development of administrative guidelines and policies for assigned areas of responsibility.
- *(16) Prepare all required reports and maintain all appropriate records.
- *(17) Develop, recommend and administer the Management Information System's budget.
- (18) Ensure district maintains up-to-date information technology security standards and practices.
- *(19) Supervise the destruction and retention of District records in conjunction with the district records custodian, if a different staff member.
- *(20) Use effective, positive interpersonal communication skills.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(22) Ability to work in a constant state of alertness and safe manner.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 5

Lane A2

Salary Index 1.0390 of the Administrative Salary Schedule

DOE Job Code 82005

Board Approved 12/16/2008

Revised Board Approval ~~04/11/2017~~ 09/27/2022