

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Management Information Systems M I S Director

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to plan, direct and supervise the implementation, integration, administration and use of technology within District administration. The position is responsible for supervising subordinate staff; overseeing configuration and support for ERP systems; ensuring effective and efficient communications between administrative and student information systems, and performing related professional, administrative and technical work as required. The position develops and implements programs within organizational policies; reports major activities to executive-level administrators through conferences and reports.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Provides professional leadership and technical expertise in planning, developing and implementing modern technology to support District administrative functions within the SIS and ERP systems.

Supervises staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, coaching, and prepares periodic employee performance evaluations.

Develops and manages assigned operating and capital budgets; approves and monitors expenditures and prepares related financial reports.

Implements the integration and interfacing of technology within all facets of District administration and operations.

Ensures the provision of effective and adequate technology training and user support for District staff in areas of responsibility.

Understands and applies state laws, rules, policies, and procedures in the specialized area of state and district accountability processes and databases in order to organize, manage, monitor, and execute accountability data management and reporting.

Supports District-wide database and electronic communication of data to all sites, as well as electronic download/upload of state mandated data; develops related communications processes.

Coordinates department activities and functions with those of other District divisions, departments and outside agencies as appropriate; communicates with District staff to determine technology requirements and feasibility.

Coordinate closely with the Instructional Technology (IT) and Teaching and Learning department to maintain and update the student information system and ensure seamless integration with all peripheral programs and systems.

Works with the Instructional Technology (IT) and Teaching and Learning Directors on any new networked systems to be interfaced with existing administrative systems.

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Represents the department and District at various meetings as appropriate.

Keeps abreast of technological advances and their potential application to District operations.

Compiles data for and prepares a variety of records and reports as required by the District, schools and/or other agencies for general reporting and/or decision-making purposes.

Performs general administrative tasks as required, including but not limited to attending meetings, preparing correspondence, entering and retrieving data, preparing presentations for groups.

Attends training, seminars and conferences as necessary to maintain and enhance job knowledge and skills.

Completes special projects as assigned.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and outcomes.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving wide-spread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

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## **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical applications of fractions, percentages, ratios and proportions, measurement or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with severe impact - affects entire organization, other activities/organizations, the general public, and a wide geographic area; loss of life and/or damage is highly likely.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Develops and implements long range plans and programs to support the goals and objectives of the organization.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the mid-level management of the provision of continuous enforcement of the laws and standards of public health and safety.

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## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a bachelor’s degree, vocational technical degree or specialized education in computer science, information systems management and/or education in a related field.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification(s) as required and applicable. Requires a valid state driver's license.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 20 pounds of force on a regular basis, and some dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

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The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director of Finance & Performance

**Supervises:**

MIS Department

PAY GRADE: From: DD To: DD

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 5/10/2022