

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MANAGER, STUDENT SYSTEMS

**SALARY SCHEDULE: ADMINISTRATIVE – E**

**COST CENTER: INFORMATION TECHNOLOGY (9020)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree in a technology- or business-related field or an equivalent combination of training and experience.
- (2) Demonstrated success managing, working with, and through people in establishing goals, objectives and action plans to achieve district goals.
- (3) Minimum of eight years of experience in the application development life cycle of enterprise student information systems. Experience must have occurred within the last ten years.
- (4) Experience with enterprise application integration, relational/object-based databases, object-oriented languages and methodologies, data warehousing and reporting tools preferred.
- (5) Current 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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of data processing, student information systems and gradebook applications. Knowledge of School Board rules and regulations related to assignments. Ability to work and communicate effectively as part of the team to facilitate the implementation of computer applications that achieve district goals. 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 departments and agencies. Ability to communicate effectively, both orally and in writing. Skills in personnel management, interaction and supervision techniques.

**REPORTS TO:**

Director, Information Technology

**JOB GOAL**

To be responsible for the facilitation, planning, implementation, integration, and maintenance of enterprise student applications that achieve and support district goals.

**SUPERVISES:**

District Data Support Coordinator  
District Data Support Assistant

**MANAGER, STUDENT SYSTEMS (Continued)****PERFORMANCE RESPONSIBILITIES:**

- \* (1) Demonstrates a professional code of ethics and values.
- \* (2) Act as the District subject matter expert on all activities related to the student information system, gradebook, and student/parent portal including, but not limited to, operations and training.
- \* (3) Manage the implementation of technological initiatives identified as necessary for compliance with state statute, school board policy, and in support of administrative computing needs.
- \* (4) 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.
- \* (5) 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.
- \* (6) Manage the applications development life cycle and assigned staff to ensure that effective and efficient technologies, methodologies and techniques are utilized.
- \* (7) 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.
- \* (8) Provide leadership working with assigned staff through mentoring, coaching, and communication of work priorities.
- \* (9) Make frequent visits to schools for first-hand knowledge of system successes and challenges.
- \* (10) Provide training and assistance to school and District staff as needed/requested.
- \* (11) Assist with development of budget estimates.
- \* (12) Models the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks.
- \* (13) Assist in research/clarification and resolution of issues and problems.
- \* (14) Demonstrate initiative in the performance of assigned responsibilities.
- \* (15) Provide for a safe and secure workplace.
- \* (16) Follow attendance, punctuality and proper dress rules.
- \* (17) Maintain confidentiality regarding school matters.
- \* (18) Maintain positive relationships and communicate effectively with staff and vendors.
- \* (19) Participate in workshops and training sessions as required.
- \* (20) Prepare all required reports and maintain all appropriate records.
- \* (21) Follow all School Board policies, rules and regulations.
- \* (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (23) 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.

MANAGER, STUDENT SYSTEMS (Continued)

**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. 10**

\*Essential Performance Responsibilities