Santa Rosa County School District
Job Description
Student Information System Manager

Reports To: Assistant Superintendent, ITS
FLSA Status: Exempt
Department: Information Technology Services (ITS)
Prepared by: Human Resources
Date: Sept 1, 2022
Job Code: 11040
Position #: 44244
Range: 26

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.

- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.

- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Efficient management the Student Information System (SIS).
- Efficient management SIS FTE Survey Reporting and SIS Audits.
- Establish and manage definitive access controls for confidential/sensitive SIS-based information.
- Supervise SIS-related projects and set completion schedules.
- Provide comprehensive project reports.
- Monitor software development standards and best practices.
- Set requirements for and conduit audits of system documentation.
- Appraise productivity and efficiency of staff.
- Provide oversight into overlapping/external projects as requested.
- Serve on district committees as directed.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Minimum Qualifications & Skills:

- Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.
- Six years of in-depth K-12 SIS experience.

- Three years of relevant K-12 FTE reporting/submission.
- Three years of relevant K-12 FTE audit support experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred Qualifications & Skills:

- Demonstrable commitment to team building and school SIS user training.
- Collaboration with internal and external groups of SIS users on IT projects.
- Conflict resolution experience.

Physical Demands:

Sit for extended periods. Light to moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave, and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff

Supervision Received:

Assistant Superintendent, ITS

Supervision Exercised:

Assigned Personnel