SACRAMENTO CITY UNIFIED SCHOOL DISTRICT Position Description

TITLE: Director, Student and Data CLASSIFICATION: Non-Represented

Systems

Management, Classified

SERIES: Director III FLSA: Exempt

JOB CLASS CODE: 9847 WORK YEAR: 12 Months

DEPARTMENT: Technology Services **SALARY:** Range 19 BT /TT1 n<

Develop and implement change management procedures for SIS and data information systems. E

Develop and create quality communications to a variety of stakeholders on projects and District initiatives. E

Assist with internal and external research, data, analysis, and public records requests. E

Direct data analysis and reporting activities associated with federal, state, county, and District mandates. E

Write comprehensive, objective reports and present information to a wide range of audiences. E

Coordinate with other District departments and divisions to develop solutions to integrate with SIS and data information systems. E

Assist in developing and implementing the District technology plan. **E**

Oversee, supervise, and evaluate the performance of the classified technical support personnel as assigned. **E** Monitor the professional development of staff to maintain pace with technology and District needs. **E**

Research and keep well-informed about technology advancements, and maintain a current understanding of changes in the student information system capabilities and requirements. $\bf E$

Review all hardware and software requests related to the District's student information system. E

Research, compile, generate, prepare, analyze, and review District data, correspondence, analytical studC /TT0 1 T/a(tu [

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor classroom environment; continuous contact with staff, students, and the public; and driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sufficient vision to read volumes of printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the District in a personal automobile; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; sufficient dexterity to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; sufficient stamina to remain in a stationary position for extended amounts of time; and physical ability to transport or move objects and move about the facilities to conduct work.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

(Former Classification: Director II, Student and Data Systems)