

<b>Job Title:</b>	Student Systems Manager	<b>Wage/Hour Status:</b>	Daily, Exempt
<b>Reports to:</b>	Director, Administrative Services	<b>Pay Grade:</b>	508
<b>Dept/School:</b>	Technology & Information Systems	<b>Date Revised:</b>	June 23, 2009

**Primary Purpose**

Manage student information systems, development projects, and supervises the technical staff in order to provide management information through data processing services to all functional units of the district in a timely and accurate fashion.

**Qualifications****Education/Certification**

Bachelors Degree in Business Administration, Computer Information Systems. Education or related field

**Special Knowledge/Skills**

- Knowledge of resource planning techniques as applied to information systems
- Knowledge of computer network, hardware, and software applications
- Knowledge of computer applications development and implementation
- Strong organizational, communication, and interpersonal skills
- Ability to interpret policy, procedures, and data

**Experience**

Five (5) years management experience in technology projects, or data processing  
Experience in technology user support, preferably related to automated student records in a public school setting

**Major Responsibilities and Duties****Technology and Information Management**

1. Assist schools and administrative departments to manage all automated student records systems in the district within established plans, policies, and procedures.
2. Work with administrators responsible for student records and instruction to ensure that automated systems support district policies and procedures regarding student information.
3. Plan and execute a continuing training and information dissemination program so that all administrators, clerks, and teachers can effectively carry out district procedures in respect to student record systems.
4. Coordinate the overall activities associated with student records maintenance for attendance, class scheduling, grade reporting, demographic data, health information, and other data linked to automated student records.
5. Chair committee which supplies input to the management of automated student record systems.
6. Manage the process of distributing aggregated student information to the appropriate EPISD department heads to ensure compliance with information needs and state and federal reporting requirements.
7. Work with other departments to establish required linkages with other automated systems supporting library, food service, transportation, and other district functions.
8. Plan and implement automated systems, which meet the identified needs of users of student information using all technology resources.
9. Perform other duties as assigned by supervisor.

**Policy, Reports and Law**

10. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in information technology and management.
11. Comply, maintain, and file the reports, records, and other documents required.

- 12. Advise the district/department administrators on integration and sustainability issues associated with the proposed acquisition of new hardware/software products relative to existing platforms, campus and district operations, and current/future investment.

**Budget and Inventory**

- 13. Recommend the disposal and replacement of obsolete software and equipment when necessary.

**Personnel Management**

- 14. Develop training options and improvement plans to ensure exemplary operations in the information services and technology area.
- 15. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.
- 16. Evaluate job performance of employees to ensure effectiveness.
- 17. Attend professional growth activities to keep abreast of innovations in information management and technology services.

**Communications and Community Relations**

- 18. Articulate the district’s mission to the public.
- 19. Communicate with vendors, agencies, and other entities external to EPISD to share information critical to project success.
- 20. Serve as a liaison between the department, district, campus, and regional office administration in order to ensure that district goals and objectives are met.

**Supervisory Responsibilities**

Supervises assigned personnel.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, repetitive hand motions and prolonged use of the computer. Frequent districtwide travel and occasional statewide travel; occasional prolonged and irregular hours.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.