

Job Title: Leadership and Talent Development
Systems Manager

Wage/Hour Status: Exempt

Reports to: Director Leadership and Talent Development

Pay Grade: 103

Dpt./School: Professional Learning

Date Revised: October 31, 2024

Primary Purpose

Manage the District's Professional Development technology applications and operations, including the EPISD Professional Development Management System. Provide training and support to district personnel for maintaining and using the Professional Development Management System.

Qualifications

Education/Certification

Bachelor's Degree in Business Administration, Computer Information Systems, Education, or related field

Special Knowledge/Skills

- Knowledge of computer applications development and implementation of Leadership and Talent Development Programs, oversee long-term projects
- Knowledge of public education or school district organization, budget, stay on task within the context of the big picture goal, ability to handle sensitive and confidential matters with appropriate discretion, integrity, ability to work in fast-paced environment
- Interpret and analyze reports, working knowledge of data processing applications, stand-alone personal computers and mainframes
- Knowledge of iSeries
- Strong organizational, communication, presentation, planning, and interpersonal skills
- Ability to handle multiple high priority tasks simultaneously
- Strong communication skills with a variety of modalities
- Knowledge of computer network hardware and software applications and the ability to learn new methods and applications quickly
- Initiative, ability to perform work reliably, efficiently, and with a high level of accuracy while receiving little supervision
- Ability to install, maintain, and repair computers and peripherals including printers, modems and scanners
- Knowledge design, development, and implementation of staff development programs
- Knowledge of training strategies
- Ability to work with adult learners
- Ability to collaborate effectively with co-workers and colleagues to work effectively in a team environment and to contribute to collaborative problem-solving

Experience

Five (5) years work experience in computer applications, user training and support
Five (5) years working in a large urban school district preferred

Major Responsibilities and Duties

1. Assist the District with ensuring CPE activities are documented in the Professional Development System as required by SBEC.
2. Assist the District with collecting all staff development activities (funded or unfunded) for the State reports at the end of the school year.
3. Assist schools and departments to manage the records for staff development in the professional Development System as mandated by the SBEC and the EPISD Continuous Improvement Plan (TCIP for NCLB Title II, Part A and Part D Compliance).

4. Provide direct support to computer application users both on-site and over the telephone.
5. Implement application and system standards in all training and assistance activities.
6. Prepare training manuals for training sessions on district applications.
7. Oversee campuses and departments to assure training sessions are posted in a timely basis.
8. Answer questions, problems, or concerns about a program, a system, or a piece of hardware.
9. Document computer user questions and problems for future reference.
10. Implement software changes and additions at the user site.
11. Assist in staff development activities for computer users.
12. Maintain knowledge of the application(s) to which he/she is assigned.
13. Assist in the preparation of staff development information, documentation, and materials.
14. Adhere to the maintenance requirements for assigned equipment.
15. Provide requested training-related assistance.
16. Maintain up-to-date knowledge of technological changes.
17. Help develop and maintain positive staff morale in staff development.
18. Demonstrate support for the district's Professional Development Management System and other operational aspects of the district.
19. Demonstrate support for the district's Course Catalog for online registration.
20. Responsible for the Fixed Assets in the Staff Development Department.
21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

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 district wide travel. Frequent standing, walking, rushing, pulling, heavy lifting, and carrying.
Some stooping, bending and kneeling.

Terms of Employment

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

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: _____

160202 Leadership and Talent Development
Systems Manager

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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856

