

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Director, Information Services      **Job Code:** 77205  
**Job Classification:** 02 Non-Instructional District Based Personnel      **EEO Line:** 06  
**Job Class Category:** D Administrative Personnel      **Job Description Supplement Code:** 5  
**Reports to:** Superintendent      **Salary Locator:** Support Personnel 4

### SUMMARY:

Direct and manage the administrative information systems and computer services for the district; ensure efficient and effective access to student and teacher information. Identify information which is of general interest to the public, as well as beneficial to the district.

### QUALIFICATIONS:

- 1) Master's Degree from an accredited educational institution in Computer Science or Computer Education
- 2) Certification in educational leadership or administration and supervision
- 3) Experience with the Florida Department of Education collection, editing and transmittal process preferred.
- 4) Five (5) years' experience in technology integration with three (3) years' experience working successfully integrating and facilitating complex large scale technology solutions.
- 5) Valid Florida Driver's License and acceptable driving record
- 6) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) Skill in developing procedures and criteria for instructional media processes
- (3) Ability to make decisions and final recommendations which routinely affect the activities of an entire department/facility/school
- (4) High degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
- (5) Competency to supervise established departmental objectives
- (6) Ability to relate to people, energize subordinates, provide clear and concise direction.
- (7) Ability to analyze and present data and findings in a logical and understandable format
- (8) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (9) Knowledge of systems, mainframe and micro-operations, instructional and administrative processes
- (10) Knowledge of computer applications development and implementation
- (11) Ability to manage budget and personnel, coordinate district function
- (12) Strong organizational, communication and interpersonal skills
- (13) Ability to interpret policy, procedures and data
- (14) Ability to adjust tasks and schedule to changed priorities

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, and colleagues by dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Develop and administer a planned, systematic program of community information relations
- (4) Serve as communications liaison between the media and the district
- (5) Ensure that the district is able to meet the State database requirements in student, staff, and financial data
- (6) Maintain professional competence through in-service education activities provided by the district and/or in self-selected professional growth activities.

- (7) Assist schools and administrative departments in developing and implementing plans to address technology needs, including evaluation of hardware and software and management of information relating to attendance, grade reporting, scheduling, demographic data, and budgetary information
- (8) Coordinate support between the help desk and district staff, including programming, application support, and end-user support
- (9) Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives
- (10) Supervise the data processing department and make appropriate recommendations concerning staff, software and hardware concerns.
- (11) Direct and coordinate short and long-range planning for Management Information Services in conjunction with NEFEC
- (12) Assist with the implementation of staff development in the area of information management and technology; make presentations as needed
- (13) Administer the information services and technology budget and ensure that programs are cost effective and funds are managed wisely.
- (14) Compile budget and cost estimates based upon documented program needs
- (15) Participate in contract negotiations for computer hardware, software, maintenance and related services
- (16) Approve and forward department invoices
- (17) Prepare, review, and revise job descriptions for the Information Services, Media and Data Processing Department personnel
- (18) Develop training options and improvement plans to ensure exemplary operations in the information services
- (19) Evaluate job performance of department employees to ensure effectiveness
- (20) Implement the policies established by federal and state law, State Board of Education rule, and local Board policy in the area of information management and technology
- (21) Compile, maintain, and file all physical and computerized reports, records, and other documents as required
- (22) Assist in the development and implement of a disaster recovery plan
- (23) Serve as a member of the Emergency Response Team
- (24) Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, transfer, retentions, and dismissal
- (25) Attend professional growth activities to keep abreast of innovations in information management and technology services
- (26) Comply with district policies, as well as state and federal law and regulations
- (27) Adhere to the district's safety policies and procedures
- (28) Maintain confidentiality while conducting district business
- (29) Demonstrate regular and prompt attendance
- (30) Performs all other tasks and assumes such responsibilities as assigned by Superintendent

**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. Indoors and Outdoors: The worker is subject to both environmental conditions; activities may occur inside and outside.

**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.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

Adopted: December 8, 2015