



# Longview Independent School District

## JOB DESCRIPTION DIRECTOR OF INFORMATION SERVICES

<b>JOB TITLE:</b>	Director of Information Services	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent Administrative and Pupil Services	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Administrative and Pupil Services	<b>PAY GRADE:</b>	Administrative 5

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### PRIMARY PURPOSE:

Direct and manage the administrative information systems and computer services for the district; ensure efficient and effective access to student and teacher information

### QUALIFICATIONS:

#### Education/Certification:

Bachelor's degree from accredited college or university

#### Special Knowledge and Skills:

- Knowledge of computer network, administrative, i.e., teacher and other staff software applications, hardware, and software applications
- Knowledge of computer applications development and implementation
- Ability to manage budget and personnel; coordinate district function
- Strong organizational, communication, and interpersonal skills
- Ability to interpret policy, procedures, and data

#### Experience:

Three years experience in supervision and management of an information systems department for a large organization



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### MAJOR RESPONSIBILITIES AND DUTIES:

#### Technology and Information Management

1. 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
2. Coordinate support between the education service center and district staff, including programming, application support, and end-user support
3. Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives
4. Ensure the timely and accurate reporting of the Public Education Information Management Systems (PEIMS)
5. Coordinate and/or create data import/export for STAAR, EOC, ACT, PET, etc.
6. Assist with the implementation of staff development in the area of information management and technology; make presentations as needed
7. Assist the Director of Technology to develop and implement a disaster recovery plan

#### Policy, Reports, and Law

8. 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
9. Compile, maintain, and file all physical and computerized reports, records, and other documents required

#### Budget and Inventory

10. Administer the information services and technology budget and ensure that programs are cost-effective and funds are managed wisely
11. Compile budget and cost estimates based upon documented program needs



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Budget and Inventory (continued)

12. Participate in contract negotiations for computer hardware, software, maintenance, and related services
13. Approve and forward department invoices and purchase orders to accounting department

#### Personnel Management

14. Prepare, review, and revise job descriptions in the Information Services Department
15. Develop training options and improvement plans to ensure exemplary operations in the information services
16. Evaluate job performance of employees to ensure effectiveness
17. Act as Record Management Officer (RMO) for the district
18. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, transfer, retentions, and dismissal

#### Other

19. Attend professional growth activities to keep abreast of innovations in information management and technology services
20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned



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### SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of PEIMS Coordinator and software support specialist

### EQUIPMENT USED:

Copier, personal computer and appropriate software, keyboard, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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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, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

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

**ESTABLISHED/REVISED: Feb., 2017**