Job Title: Coordinator – Management Information Systems

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt

Reports to: Appropriate Supervisor or Designee

Supervises: Appropriate Staff as required

Pay Grade: Administrative – 7

JOB SUMMARY

The purpose of this position is to provide leadership in planning, organizing, implementing, and monitoring all aspects of Management Information Systems to achieve District goals and to direct, coordinate, supervise, facilitate, or perform all tasks and elements needed to effect comprehensive integration of appropriate data systems into every facet of operations.

ESSENTIAL JOB FUNCTIONS

- Directs, monitors, and evaluates the Management Information Systems (MIS) department to ensure that all requirements are met for District critical applications (Student, Payroll, Human Resources, Finance, Warehouse/inventory, etc.), data storage, access, and reporting are effectively and efficiently met.
- Manages and directs staff in support of all data systems to help the District meet goals of the strategic plan.
- Meets with, or assigns Management Information Systems staff to meet with, Assistant Superintendents, department heads, principals, and user groups to determine technological needs and priorities.
- Using formal and informal channels, continuously appraises Director - Information Technology of Management Information Systems requirements and plans.
- Develops and coordinates a broad range of data systems, maximizing the availability and use of these systems.
- Identifies technology needs to forward to Director – Information Technology and the Superintendent's staff for inclusion in the District's legislative agenda.
- Collaborates across departments and functional areas that support adoption and implementation of data systems in all aspects of school business, including those that improve teaching and learning and promote 21st century skills.
- Provides consulting and data processing information management services to all departments.
- Provides input for the development and direct execution of an enterprise-wide disaster recovery and business continuity plan for the (MIS) work groups.
- Investigates grant opportunities and initiates grant applications that address the District Technology and Strategic Plans.

- Ensures the District's data systems comply with community expectations and applicable laws and regulations for privacy, security, and social responsibility.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Serves as liaison with the Florida Department of Education for assigned areas of responsibility.
- Responds to concerns and inquiries in a timely manner.
- Keeps the Superintendent informed, through proper channels, of potential problems or unusual events.
- Works closely with District staff, school staffs, and the Department of Grants Management and Comprehensive Planning to support the strategies and achieve the goals identified in the strategic planning process.
- Disseminates information and current research to appropriate personnel.
- Refers to professional journals and other current research to determine appropriate uses of technology applications, networking, and staff development in education.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas.
- Promotes and support professional growth for self and others.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing in department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution or equivalent experience in Computer Science or Management Information Systems.
- Minimum of five (5) years of successful experience in dealing with managing data processing systems, management information systems, and automated office systems.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display professional level knowledge in development and management of Information Systems Master Plans, packaged systems

implementation management, telecommunications networks, web enabled interfaces, PC to mainframe connectivity issues, and distributive processing.

- Requires the ability to display experience in communicating effectively with manufacturers of a variety of processing environments.
- Requires the ability to organize and implement major and minor changes in structure, method, procedures, and work flow among information systems units.
- Requires the ability to display experience in managing and coordinating budget requests.
- Requires the ability to display knowledge of training programs for users.
- Requires the ability to display knowledge and understanding of District policies and procedures as they apply to personnel and departments.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to oversee numerous functions and staff.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned division.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use highly technical computer applications, such as GIS or CAD.
- Requires the ability to repair, develop, or install computer hardware or network systems and complex software or management information systems.
- Requires the ability to supervise employees developing, installing, or repairing technology systems.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, reaching, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval:

Date of Revision: June 20, 2017, effective July 1, 2017