

DIRECTOR OF SCHOOL INFORMATION MANAGEMENT

DEFINITION

Plans, organizes, and directs the activities of the School Information Branch, Office of Data and Accountability, related to collecting, summarizing, and reporting school and student information.

TYPICAL DUTIES

Directs employees engaged in the process of collecting, verifying, and reporting school and student information.
Develops and implements branch policies and procedures related to the management of branch personnel and activities.
Implements State and federal guidelines in collecting and reporting school and student information.
Directs the development and design of automated and manual data collection systems.
Responsible for District submission of records to the California Longitudinal Pupil Achievement Data System (CALPADS).
Develops guidelines and provides reports for local district and school staff to correct data errors.
Consults with District, State, and federal agencies regarding interpretation of guidelines and technical issues involving data collection and data reporting.
Prepares reports for schools and district staff regarding federal, state and local accountability measures.
Plans and administers the branch's budget and controls expenditures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of School Information Management is responsible for planning, organizing, and directing the School Information Branch which is responsible for collecting and reporting school and student information for the purpose of meeting mandated State and federal requirements.

The Executive Director, Office of Data and Accountability directs the Office of Data and Accountability.

SUPERVISION

Administrative direction is received from the Executive Director, Office of Data and Accountability. General supervision is exercised over lower-level certificated and classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

Project management, including the development of budgets, time lines, and allocation of resources
Data processing and management techniques and electronic acquisition of data
Data analysis and interpretation
Management, supervisory, and training principles and techniques
Organization of the District
Principles of budget organization and expenditure control
Characteristics and capabilities of Student Information Systems, and data reporting systems
State and District requirements pertaining to the collection and reporting of student data

State and federal accountability requirements related to school and student achievement data

Ability to:

Plan, schedule, and direct multiple projects, delegate to subordinates, and evaluate operational effectiveness
Communicate effectively both orally and in writing
Direct and evaluate the work of subordinate supervisory and nonsupervisory personnel
Conduct meetings involving technical subject matters
Manage time, meet deadlines, and bring closure by following projects to completion
Analyze data, written materials and oral communications
Synthesize facts, concepts, and influences that affect systems and procedures

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in educational policy/research or a related field.

Experience:

Five years of professional experience in analyzing, interpreting, summarizing and reporting student demographic and achievement data and three years of experience developing, coordinating, and conducting professional development in the use of data. The experience may be concurrent.

Experience working with State and federal data reporting and data collection programs in areas of student enrollment, staffing data, English learners, dropouts and graduation; and experience with project management of data collection efforts is preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-22-16
PJO