

Job Description

Job Title: SIMS Program Manager
Position Code: 6E20, FE20
Pay Grade: 39

Supervisor: Supervisor II, Academic Support & Student Information
Job Classification: Exempt
Contract Length: 245 Days

Job Summary

Position is responsible for assisting in planning, implementing and directing the activities associated with the Student Information System (SIS). Coordinates and leads all SIS training and helpdesk support efforts on various SIS topics such as student scheduling, attendance, discipline and other categories of student data collected and maintained by the Department of Accountability. Responds to data requests from schools, central office staff and outside agencies. Position is knowledgeable about division policies and school operating procedures.

Essential Duties

1. Apply effective project management skills (i.e. structure, plan, control, assess, report, communicate and conclude) in all tasks.
2. Communicates to schools the required processes of the SIS including scheduling, grading, discipline, and attendance data collections and corrections.
3. Serves as a liaison between school personnel and the SIS team regarding end-user issues and the functional, daily use of the SIS.
4. Analyzes and prioritizes the workload of the SIS helpdesk, assigns work to staff, and monitors the completion of tasks.
5. Develops and maintains functional documentation including, but not limited to, application overviews, requirement specifications and user guides for the functional, daily use of the SIS.
6. Coordinates and executes the SIS training program; including the identification of training needs, development of training materials, and delivery of trainings for staff.
7. Responsible for assisting in the testing of system upgrades and patches to ensure quality and correct implementation of new features.
8. Attends regular planning meetings with the Supervisor and SIS team to analyze, prioritize, and document enhancements to existing and new applications and establish upgrade and implementation timelines.
9. Conduct interviews with staff to assist in analyzing the need for new/enhanced system functionality as well as to identify workflow issues and propose solutions.
10. Works with schools on process improvements for scheduling, grading, discipline, and attendance data collections and corrections.
11. Models non-discriminatory practices in all activities.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Possess a Bachelor's degree in business, education, management information systems or sufficient experience in planning, managing and implementing large scale information systems within an educational environment that would provide the noted knowledge, skills, and abilities. Experience conducting training to adults required. Must possess the ability to manage, coordinate, and track multiple project tasks concurrently. Must possess the ability to provide leadership for team-based decision making and be able to work with a variety of teaming situations. Must possess the ability to solicit and prioritize needs; explain technical material; develop procedures and training material; and train end-users. Must possess working knowledge and skills in the operation and use of microcomputer applications to include word processing and spreadsheet software (i.e.: Microsoft Word and Excel). Must possess the ability to establish and maintain effective working relationships with school/departmental personnel and team members. Must possess excellent customer relations, communication, and organizational skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor II, Academic Support and Student Information

This job description in no way states or implies that these are the only duties to be performed by this employee. The Student Information System Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Academic Support and Student Information or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date