

Job Description

Job Title: Supervisor of Student Information Systems

Position Code:

Job Classification: Exempt

Supervisor: Director of Technology

Pay Grade: 46

Contract Length: 245

Job Summary

This position is responsible for providing management, oversight, and direction for all Newport News Public Schools (NNPS) student information systems (SIS), academic data analytics and reporting systems, and various K-12 systems requiring SIS-related data interfaces. Supervises all SIS team staff and district-wide SIS-related training, end-user support, and help desk functions.

Essential Duties

1. Directs the work of the SIS team to ensure quality, timely, effective training, and end-user support of ongoing SIS operations and system implementations.
2. Collaborates and communicates with district and school leaders and staff on critical SIS-related processes including enrollment, attendance, scheduling, grading, discipline, and data corrections.
3. Assists school personnel in implementing standards, operating procedures, and process improvements for the management of student data.
4. Acts as a liaison between functional and technical resources to manage the development and deployment of new system functionality, software upgrades, system modifications, day-to-day problem analysis, issue tracking, and resolution.
5. Serves as a liaison between school/department personnel and the SIS team regarding end-user issues and the functional daily use of the SIS.
6. Develops necessary documentation, presentations, and trainings required for a variety of district audiences.
7. Works closely with SIS end-users, database developers, and systems and database administrators to identify and document functional and technical system requirements.
8. Evaluates new SIS software configurations and installations for feasibility, user compatibility, performance, and cost.
9. Provides quality assurance (QA) and configuration management (CM) oversight on SIS-related technology projects that includes identifying and implementing process improvements, monitoring and tracking SIS system issues and modification requests, developing system test strategies and scenarios, coordinating end-user acceptance testing, assessing and prioritizing system enhancements, upgrades and maintenance to reduce risk and maintain system availability, interpreting and ensuring consistent application of school division policies and procedures.
10. Ensures the timely and accurate submission of assigned state and federal reports to VDOE.
11. Monitors and evaluates federal and state educational policies relating to division student data reporting.
12. Monitors and evaluates SIS-related business processes and systems for opportunities to enhance, automate, and expedite process improvements.
13. Responds to data requests from district leadership, schools, central office staff, and various NNPS departments.
14. Serves as a subject matter expert on various district committees.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Performs any other related duties as assigned by the Director of Technology or other appropriate administrators.

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.

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

Bachelor’s degree in business management, accounting, computer science or a related field and at least 10 years equivalent professional experience with Enterprise Information Systems in a supervisory or managerial capacity; or any equivalent combination of education and experience. Must possess the ability to organize and direct the work of division enterprise information systems technical and functional staff. Must possess a working knowledge of IT infrastructure and technologies; ability to understand the overall architecture of a solution. Must possess in-depth knowledge of NNPS division policies and school operating procedures. Must possess a comprehensive understanding of Software Development Life Cycle (SDLC). Must possess a comprehensive understanding of Quality Assurance (QA) and Configuration Management (CM) methods and practices. Must possess a comprehensive understanding of State/VDOE reporting requirements. Must possess a solid understanding of manual and automated testing concepts. Must possess strong analytical, oral, and written communication skills. Proficient in the use of Microsoft Word, Project, PowerPoint, Visio, Excel and other productivity software applications. Must possess the ability to establish and maintain effective working relationships with technical staff, administrators, school personnel and contractors.

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. Must have the ability to sit and stand 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; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Director of Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Student Information Systems will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Technology 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

07/2021 CR