

SUNNYVALE SCHOOL DISTRICT

December 2017

CLASS TITLE: MANAGER OF INFORMATION SYSTEMS AND HUMAN RESOURCES

BASIC FUNCTION:

Under the supervision of the Deputy Superintendent, the Manager of Information Systems and Human Resources is responsible for designing and implementing the District's Information Systems, consistent with District goals. The Manger of Information Systems and Human Resources also supports Human Resources functions in such a way as to attract, develop, and retain a high quality work force and to enhance the morale of school district personnel.

ESSENTIAL JOB DUTIES

Contribute to the development and implementation the District's Technology Plan as a member of the District's Technology Plan Team

Assess and communicate risks associated with information system related investments, projects, and purchases

Develop cost/benefit analyses for student, employee, and management information system spending, projects, and initiatives

Review, negotiate, and maintain student, employee, and management information system contracts

Recommend policy on the appropriate use of instructional data analysis, storage, and archiving technologies

Develop and implement selection and support procedures for new District information system software

Oversee the collection of student information required for all aspects of attendance accounting and state reporting for CALPADS

Oversee all aspects of the District's Student Information System and CALPADS, including technical support, software updates, and backup of data

Oversee and support access, navigation and integration of online programs to SIS, including the data management system.

Oversee technical support and maintenance of Gradebook, report cards and parent portal

Collaborate with the Human Resources and Operations administrators on classroom utilization, demographics, and staffing and enrollment projections

Facilitate annual demographic projection survey

Administer Inter-district and Open Enrollment student transfers and class-size balancing

Recommend and monitor District policies related to enrollment, attendance and student information

Establish, coordinate, and evaluate the work activities of the Student Information and Office Reception staff

Authorize and review department expenditures in accordance with established District budgets, guidelines and goals for information systems

Provide professional development for department teams as well as attendance personnel at school sites

Keep informed of, interpret, and implement laws, regulations, statutes, employee contracts and policies affecting district personnel

Support and implement a comprehensive recruitment and retention program including postings, interviews, and reference checks

Collaborate with the Administrative Services staff on employee position control procedures to ensure alignment with District budgets, staffing allocations and payroll with projected staffing needs based on enrollment, budget and school site capacities

Administer District Policy and Collective Bargaining Agreements in hiring, training, transfers, promotions, compensation and benefits; recommend assignments, transfers, dismissals and promotions of classified personnel; monitor functions to ensure compliance

Promote positive relationships and interest-based problem solving with employees organizations: CSEA, SEA and SCCAMP

Participate on the District's negotiations team in classified and certificated employee negotiations

Provide for employee recognition

Plan and coordinate staff development for classified employees

Support regular, timely review and revisions of District Policy and Administrative Regulations

Support District consultant contract workflow process

Perform related duties in the areas of student, employee, and management information systems and human resources as assigned

WORKING RELATIONSHIPS

All District Office departments, school site personnel, and the County Office of Education.

WORKING CONDITIONS

Office and school site environment.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Strong personal interest in the academic success of all students
- Experience in strategic planning, execution, and policy development of information systems and related technology
- Extensive knowledge of data processing, enterprise software applications and outsourced systems, including but not limited to student and employee information systems, learning management systems, content filtering, announcement and notification systems, data reporting portals, and access control.
- Technical experience with databases, SQL, and other information systems and end user support
- Legal requirements for maintaining and reporting student information Knowledge of Human Resources law and best practices
- Effective managerial principles, methods and practices
- Facilitation techniques

ABILITY TO:

- Analyze situations and accurately identify optional solutions
- Establish and maintain effective working relationships with District and school administrators, teachers, and support staff and parents
- Articulate ideas to both technical and non-technical audiences
- Be self-motivated and directed
- Communicate effectively orally and in writing
- Work independently to produce reports, organize projects and compile data cooperatively with others in team situations
- written and oral directions
- Possess a keen attention to detail

W ork
Perform independent

EDUCATION AND EXPERIENCE

Licensing and Certification As required by law

ENVIRONMENT:

Primarily office environment; subject to constant interruptions and ongoing mandated deadlines. Occasionally school site and large group/conference environments. Driving a vehicle to conduct work.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).