Information Systems Manager

POSITION TITLE
MINIMUM

QUALIFICATIONS

Information Systems Manager

· Demonstrate experience at handling multiple concurrent projects, results-oriented, and effective problem solving skills.

· Demonstrate the ability to work independently in the disciplines of analysis/data-mining, system analysis, system design (including authoring specifications), and creating/maintaining software code.

· Proficient in optimization/tuning of relational databases, ETL and information architecture to effectively design, create, and manage databases.

· Experience in administration of Oracle, and Sybase databases required; knowledge of Visual FoxPro a plus.

· Development experience in Oracle PL/SQL, Visual FoxPro COM+, ASP, JavaScript, HTML/DHTML/CSS and VB.

· Technical support experience in networking, Microsoft Office, Win98/ Win2K/ WinXP.

· Demonstrate proficiencies in various technologies needed to effectively maintain the district database.

REPORTS TO
JOB GOAL(S)

Director of Planning and Assessment

To set up, maintain and facilitate District Student Database and Assessment Center

PRIMARY RESPONSIBILITIES

· In collaboration with the Director of Planning and Assessment, design and maintain the district student database, including:

a. Registration demographics for all new students validating residency, custody and basic demographic information

b. Provide statistical data reports
· Maintain database of all supplementary programs such as Project Ahead, ESL, etc.
· Assist the Superintendent and Assistant Superintendent with construction, distribution and analysis of questionnaires, research studies, and authentic assessment programs and analysis.
· Complete special projects as assigned by the Superintendent, Assistant Superintendent, Director of Planning and Assessment.
· Complete the following state reports: ASSA (student data part), Fall Survey, State School Report Card, School Register Summary, LEP Exit Report, and LEP.
· Responsible for Monthly Attendance report.
· Design, develop and maintain district wide consolidated database.
· Upgrade, maintain and provide end-user technical support district wide for SASIxp[a] and OnBase[a].
· Administrate and backup Windows 2000 servers for District SASIxp[a], SIMS (Oracle[a]), OnBase[a] (Sybase[a]), and SIMS (web server).
· Administrate SASIxp[a], OnBase[a], Oracle and Sybase databases.
· Facilitate scheduling team at the high school and middle schools to ensure success of student scheduling process. provide scheduling, Schedule Pro, and SASIxp expertise.
· Generate/facilitate data analysis reports for district administration staff.
· Develop, maintain and support custom solutions. Such as applications developed in house to accommodate specialize tasks.
· Develop and implement processes to facilitate data collection and integrity.
· Provide support for CHS Computer Center Data Manager and act as a replacement when necessary.
· Install and Upgrade LibraryWord[a] software at district level. Upload patron records at the start of the school year for each library. Update consolidated library on the Internet server.
· Provide technical support for PC hardware/software, and networking.
· Recommend and implement necessary technologies for data collection and analysis district wide.
· Complete special projects as assigned by the Superintendent, Assistant Superintendent, Director of Assessment and the Director of Media & Technology.