



EMPLOYEE NAME: _____

Created: 4/11; Revised: 10/11: 10/12; 07/14; 8/14; 9/17: 6/18;11/20

JOB DESCRIPTION

POSITION TITLE: Director, Information Systems (IS)	JOB CODE: 643
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Information Systems	WORKDAYS: 238
REPORTS TO: Chief Technology Officer	PAY GRADE: Level A (NT01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Directs all activities of an assigned Information Systems (IS) functional group. Responsible for the overall planning, organizing, and execution of IS solutions; this includes directing all IS operations to meet user requirements as well as the support and maintenance of existing applications and development of new technical solutions. Directs the development and implementation of technologies to support business objectives. Provides support to the Technology Services Division by assisting in the planning, coordination and implementation of new and upgraded IS programs/systems in support of mission critical school district processes.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required
2.	Certification/License Required: None
3.	Experience: 5 years of IT and business/industry work experience, with at least 2 years of leadership experience in managing multiple, medium to large cross-functional teams or projects
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent interpersonal, strong planning and organizational skills; proficiency with Microsoft Office products; leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Directs operations in executing production tasks according to a documented schedule.
3.	Approves business requirements prior to the technical solution; produces detailed timeline for each application release and implements effective project control by monitoring the progress of the software release and reporting the status.
4.	Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.
5.	Directs and prioritizes the workload of Information Systems staff. Reviews all designs, code and unit test plans where applicable. Interviews, hires, and evaluates performance of Information Systems staff.
6.	Coordinates contract implementation efforts and tracks contract compliance during implementation of new Systems.
7.	Provides leadership and direction for Information Systems/applications.
8.	Produces performance reports for upper management and schools as needed.
9.	Communicates and collaborates with other directors and CCSD staff.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____