

Anoka-Hennepin Independent School District #11
Job Description

Title: Assistant Director of Technology and Information Services
Department: Technology and Information Services
Reports To: Chief Technology and Information Officer
Prepared Date: July 13, 2006

SUMMARY OR RESPONSIBILITIES

Plan and direct the activities of the Technology and Information Services Department by providing data and system support for student data management, finance, payroll, human resources, transportation, student assessment and Pre-K-12 instructional programs.

DUTIES AND RESPONSIBILITIES

- Perform needs assessment in the area of data management and analytics related to student achievement, census tracking and enrollment projections and provide reports to the Superintendent and Associate Superintendents, school board and other departments.
- Develop systems to improve coordination and inter-connectedness of student, parent, staff and financial data maintained in distinct departments.
- Plan and direct the implementation of technology tools focused on staff and parent access to district data resources.
- Direct the preparation and submission of all required federal, state and district reports related to student information.
- Manage district use of information management systems and related technologies and develop alterations and expansion as necessary.
- Develop policies and procedures for the collection, storage, retrieval, retention and dissemination of student information in accordance with State law and District policy.
- Serve as a member or chair of district committees that provide planning and direction for district technology and information services initiatives.
- Act as Superintendent's Designee for Student Data Privacy.
- Develop and monitor program budget for the allocation of resources.
- Perform other duties as assigned by the Superintendent, Associate Superintendent(s) and Chief Technology and Information Officer.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 Information Systems Supervisor, 2 Educational Data Coordinators and the records secretary. Indirectly supervises 6 secretaries.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree with emphasis in information or technology management, or closely related field.

Minimum five years information systems management. Other related administrative, classroom teaching or school administration experience will be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

None

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of information systems and/or data management technology, including Windows, Macintosh and mainframe computing systems.

Knowledge of educational information systems

Knowledge/understanding of laws, rules, and regulations affecting school district personnel and operations

Excellent organizational and management skills

Excellent communication and customer services skills

Ability to work with diverse groups of people

WORK ENVIRONMENT

Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required.