

Anoka Hennepin Independent School District #11
Job Description

Title: Information Services Supervisor
Department: Technology and Information Services
Reports To: Director of Technology and Information Services
Prepared Date: February 5, 2013

SUMMARY OF RESPONSIBILITIES

Coordinate and supervise the daily operations of Information Services.

DUTIES AND RESPONSIBILITIES

- Supervise the day-to day activities of the Information Services data management staff including:
 - Data processing and integrity management for State reporting elements including but not limited to MARSS, DIRS, MCCC, Perkins, Compulsory Ed, etc.
 - Data processing and integrity management for District census
 - Data processing and integrity management for closing and opening school year data systems (New Year Rollover, Year End Processing, parent portal new year, etc.)
 - Application management and help desk support for centralized access and school site use of the student information system and related supplemental applications (maximum absence, truancy, progress reporting, etc.)
 - Provide support and problem solving for district student information systems including Synergy, EEPR, Student Plans, etc.
 - Lead district information systems user groups for dissemination of information related to process and procedure for the collection and maintenance of student information.
- Develop documentation and training for district student information systems.
- Coordinate training associated with summer school data management Supervises the collection and reporting of summer school data.
- Act as the MARSS (Minnesota Automated Reporting Student System) contact, ensuring compliance with state statutes while seeking maximum general education revenue and other revenue payments to the district.
- Coordinate, organize, and facilitate data-related projects in the district.
- Coordinate development, testing and maintenance of customized database applications.
- Provide consulting services to those departments that indicate a need, interest, or desire for assistance with database development or modifications.
- Manage preparation and submission of required Federal, State, and District reports related to student information.
- Act as Superintendent's designee for Enrollment Options programs.
- Supervise and appraise the performance of the personnel assigned to the area of responsibility.
- Execute assigned administrative responsibility to ensure compliance with Federal and State laws in accordance with district policy pertaining to equal employment opportunity and affirmative action.
- Perform other tasks and duties assigned by the Director of Technology and Information Services.

SUPERVISORY RESPONSIBILITIES

Supervises Information Services secretarial staff

EDUCATION and/or EXPERIENCE

High School diploma or equivalent plus five years of closely related experience.

Two years information systems management, or closely related administrative experience.

Bachelor's degree with emphasis in information or technology management, or closely related field and 2 years information systems management or closely related administrative experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

Ability to organize and manage large projects.

Excellent communication and customer services skills.

Ability to supervise staff.

Ability to work with diverse groups.

Working knowledge of educational information systems.

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

Working knowledge of Windows, Macintosh and mainframe computing systems

Microsoft Office experience, including Access.

SQL knowledge helpful.