

Anoka Hennepin Independent School District #11
Job Description

Title: Director of Technology & Information Services
Department: Information and Technology Services
Reports To: Chief Technology & Information Officer
Prepared Date: April 2014

SUMMARY OF RESPONSIBILITIES

Provide direction and leadership in the use of information systems to support student learning opportunities, management of school and district-wide information systems and processes, and operational success.

DUTIES AND RESPONSIBILITIES

- Coordinate the development, implementation and evaluation of student information systems for the purposes of effective school management practices, data-driven decision making, and state and federal reporting.
- Develop and coordinate an overall information systems strategy for the organization that supports various departmental needs in an efficient and cost-effective manner.
- Coordinate the activities and improvements of processes related to student enrollment at the central and school-based sites.
- Provide direction and coordination for the use of online learning platforms as a means of providing students with additional learning opportunities.
- Coordinate, with principals and appropriate staff, all school-based uses of information systems to provide organizationally effective practices in managing attendance, discipline, behavior, scheduling, and achievement data.
- Plan and direct the implementation of technology tools focused on staff and parent access to district data resources.
- Coordinate processes that support data requests from various internal and external constituencies.
- 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 of chair of district committees that provide planning and direction for district technology and information services initiatives.
- Act a Superintendent's Designee for Student Data Privacy.
- Develop and monitor program budget for the allocation of resources.
- Directly supervise the Information Services Department consisting of a supervisor and support staff.
- Perform other duties as assigned by the Superintendent and Chief Technology and Information Officer.

EDUCATION and/or EXPERIENCE

Bachelor's degree with emphasis in information or technology management, or closely related fields. Minimum five years of experience with information systems management.

PREFERRED QUALIFICATIONS

Experience working with families, school personnel, school scheduling, and school-related information management is preferred.

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.

Ability to work with parents or community members in a calm and even manner.

Ability to travel to various district sites is occasionally required.