

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 2, 2015

CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for accurate data collection and reporting of individual student data from Grade Pre-K to 12 and other school-related data and for supporting the school improvement process by providing data analysis reporting. The incumbent is the district's liaison with New York State Education Department (NYSED) and Western New York Regional Information Center (WNYRIC) and is the student management systems supervisor. General supervision is received from the Director of Instructional Technology and leeway is allowed for the exercise of independent judgment in performing duties in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves as liaison with NYSED and WNYRIC;
2. Attends all regional meetings;
3. Communicates, in the form of written documentation, any new regulations or changes to procedures;
4. Provides training to all affected parties within the organization, i.e. secretaries, principals, and directors;
5. Insures consistency of data procedures between the school buildings;
6. Resolves any procedural conflicts between schools and/or departments;
7. Establishes procedures for the verification of NYSED data;
8. Serves as the student management systems supervisor;
9. Supports and trains all staff involved in the use of and reporting of data from student management systems and additional components to record NYSED data according to regulations;
10. Performs business/systems analysis by analyzing work procedures to identify those which are adaptable to computer applications; devises and applies plans to upgrade from manual methods to computerized systems; prepares workflow diagrams and structuring charts to define workflow processes; serves as liaison between district and vendors that support purchased software; and works on complex reporting requirements, provides data extraction and analysis for software;
11. Assists the administration with the implementation of district policies by designing student management systems to support the policy;
12. Coordinates and facilitates district data team meetings;
13. Provides status reports to the superintendent regarding the district's compliance;
14. Prepares data for the superintendent's certification;
15. Provides administrators with data analysis to support the instructional improvement initiatives;
16. Develops reports, prepares data for export and establishes procedures for importing data;
17. Manages computer projects by conducting project staff meetings; preparing project schedules and monitoring progress; preparing workload and progress reports; establishing procedures for performing/modifying project tasks; and studying technical problems and recommending solutions;
18. Assesses training needs and develops and/or reviews user manuals, training materials and related forms;
19. Utilizes a microcomputer, peripheral equipment, and modern computerized software applications;
20. Performs incidental clerical duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern information system principles, procedures, and equipment; thorough knowledge of system analysis for application to computerized methods; thorough knowledge of the use of data warehouse tools and data analysis tools; working knowledge of student management systems and current programs/processes; working knowledge of school registration processes; skill in the use of computers and modern software applications; skill in providing technical expertise; ability to use computer applications at an acceptable rate of speed and accuracy; ability to design and generate reports and extract data from information systems; ability to train others; ability to follow complex written or oral directions; ability to maintain professional relationships with others; good judgment; tact and courtesy; integrity; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business, Accounting, Computer Science or a related field; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business, Accounting, Computer Science or a related field **and** two (2) years of full-time paid experience in the field of computerized data management and analysis; **OR**

Four (4) years of full-time paid experience in a school office or technology department managing and analyzing computerized data.