

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

**[STATE REPORTS SUPERVISOR]
MANAGER DATA ANALYSIS & REPORTING**

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: TECHNOLOGY AND INFORMATION SERVICES (9018)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Business.
- (2) Minimum of three (3) years experience in Systems Analysis.
- (3) Minimum of three (3) years experience in state and federal reporting.
- (4) Experience as a Project Manager.]

Candidates for this key Information Technology leadership position must be able to demonstrate the following to the satisfaction of the Director of Technology and Information Services:

- proven ability to successfully assess and apply best practices and/or current technologies to enhance the attainment of the District's educational and technological objectives.
- proven ability to work in a participative, collaborative manner with School employees, Administration employees and external partners as appropriate in the development and implementation of new technologies.
- current knowledge of industry best practices, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose to the Director and leadership team strategic and tactical directions appropriate to the technologies under their direction.
- Demonstrate a proven ability to execute and deliver technologies quickly and effectively.
- Bachelor's Degree from an accredited educational institution in related business area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, regulations and policies and reporting requirements related to assignments. Ability to develop and deliver training to personnel. Skills in time management. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

[Program Director]
Director Technology and Information Services

JOB GOAL

To ensure that the District receives all funding for which it is eligible by providing accurate data in a timely manner and to ensure that all reports meet legal requirements.

SUPERVISES:

Data Support Coordinator
Data Support Assistant

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and implement data quality and data review programs to ensure that data submitted for federal and state reports are accurate and are submitted in a timely fashion.
- * (2) Develop curriculum and deliver training on student information systems to all District staff, including, but not limited to, program directors, principals, guidance counselors, program liaisons and registrars.
- * (3) Develop and supervise the implementation of policies and procedures for Help Desk Functions.
- * (4) Serve as a resource for all District staff in the area of federal and state reporting.
- * (5) Keep current on all reporting guidelines.

- *(6) Review new regulations with the appropriate staff as required.
- *(7) Provide District-level support for audit functions.
- *(8) Develop and provide in-service training on audit responsibilities for all members of the department.
- *(9) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(10) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- *(11) Respond to inquiries in a timely manner.
- *(12) Keep director and managers informed of potential problems or unusual events.
- *(13) Disseminate information and current research to appropriate personnel.
- *(14) Keep well informed about current trends and best practices in areas of responsibility.
- *(15) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(16) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(17) Promote and support professional growth for self and others.
- *(18) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(19) Maintain a network of peer contacts through professional organizations.
- *(20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(21) Supervise assigned personnel, conduct annual performance appraisals and make recommendation for appropriate employment action.
- *(22) [Prepare or oversee the preparation of all required reports and maintain appropriate records.]
- *(23) Serve on District, state or community councils or committees as assigned or appropriate.
- *(24) Represent, consistently, the District in a positive and professional manner.
- *(25) [Provide leadership and direction for the assigned areas of responsibility.]
- *(26) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(27) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(28) [Exercise proactive leadership in promoting the vision and mission of the District.
- *(29) Set high standards and expectations for self and others.
- *(30) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(31) Facilitate problem solving by individuals or groups.]
- *(32) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

*Essential Performance Responsibilities