

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

MANAGEMENT INFORMATION SPECIALIST

QUALIFICATIONS

- (1) Master's Degree in Management Information Systems, Education or related area.
- (2) May substitute equivalent experience in Management Information Systems for above.
- (3) Minimum of three (3) years appropriate experience with one (1) year in supervision / administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of systems, mainframe and micro-operations, instructional and administrative applications development. Possess organization and people skills. Ability to relate to people, energize subordinates, provide clear and concise direction and have the ability to analyze and present data and findings in a logical and understandable format.

REPORTS TO:

Director of Elementary & Secondary Education

JOB GOAL

To assist the District in utilizing data processing and technology to increase the effectiveness of all users and reduce the overall cost of the educational program for each student.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Be responsible for FTE surveys in cooperation with school personnel.
- * (2) Utilize software and mainframe database information to forecast needed information.
- * (3) Plan, organize and supervise the overall activities of the management information system.
- * (4) Maintain the security records.
- * (5) Responsible for maintenance and operation of the District-wide area network.
- * (6) Develop and provide all required reports and maintain all appropriate records.
- * (7) Monitor all on-line files.
- (8) Coordinate School Accountability Reports with all appropriate personnel.
- * (9) Provide maintenance for District hardware and software.
- (10) Provide training for employees on use of computers within software applications and mainframe database.
- *(11) Develop and maintain the District help disk.

MANAGEMENT INFORMATION SPECIALIST (Continued)

- (12) Provide insight for school software and hardware selections.
- (13) Assist in the development of administrative guidelines and policies.
- (14) Serve on the District technology committees and other committees as needed.
- (15) Processing and distribution of confidential data to administration staff.
- (16) Compilation of confidential data for additional surveys as required by Department of Education and district administrative staff.
- (17) Maintain telephone network, through control of software applications to ensure access via phone lines throughout the district.
- (18) Maintaining ESE IEP program on the server and each ESE staff, and guidance department's computers, as needed.
- (19) Maintain and distribute comprehensive data for audit, purposes with oversight responsibility for each school and transportation department reviews.
- (20) Prepare technology surveys as requested by Auditor General and DOE.
- *(21) Use effective, positive interpersonal communication skills.
- (22) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.
- (23) District Testing Administrator

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the 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.

*Essential Performance Responsibilities

Job Description Supplement Code 9

Revised: 02/14/17