

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PROGRAMMING MANAGER

QUALIFICATIONS:

- (1) Bachelor’s Degree in Computer Science, Systems Analysis, or related field of Management Information Systems.
- (2) Documented evidence of successful management/supervisory experience in an Information Technology setting and in public K-12 or post-secondary education.
- (3) Three years experience in Management Information Systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of systems, mainframe and micro-operations, instructional and administrative applications development processes are essential to this role. Ability to interface with end-users to determine system requirements. Ability to analyze and prepare specifications and supervise staff to implement computer program development or existing system modifications. Organization and people skills are required. Must have the ability to relate to people, energize subordinates, provide clean and concise direction and have the ability to analyze and present data and findings in a logical and understandable format. Ability to facilitate strategic planning processes.

Knowledge of Microsoft Office, Word, and Excel programs, HTML, and PHP or SQL programming languages are preferred.

REPORTS TO:

Director of M.I.S. and Secondary Programs

JOB GOAL

To provide technical information and research support and subsequently applications development services relating to systems development processes. Provide leadership to personnel and functions supporting these processes.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- 1. Facilitate and maintain the development, implementation and maintenance of student, staff, and finance databases which meet local, state, and federal requirements.
- 2. Develop computer programs including file structure and database relations.
- 3. Assist other MIS personnel in providing data services to the District.

**Board Approved April 20, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approved August 17, 2010
Amendment Board Approved May 20, 2014**

PROGRAMMING MANAGER (Continued)

4. Database Administration of District Student Information System (SIS).
5. Download or prepare monthly files and reports for the district and DOE (including but not limited to: Driver's License, Missing Children's, Discipline suspension, Medicaid, McKay, Food Service Direct Certification reports.)
6. Produce on-demand ad hoc reports and data retrieval for District and school personnel.
7. Provide discipline reports for District Response-To-Intervention personnel.
8. Administer collecting, editing, verifying, and reporting data formats required by DOE for all Survey periods and FTE reporting.
9. Oversee preparing forms, instructions, documents and training school personnel for FTE collection and reporting. Edit, correct, and validate data transmitted to DOE.
10. Create documents for tracking/verifying FTE for District Finance personnel.
11. Liaison between schools and auditors during FTE audits.
12. Research DOE database changes and coordinate with District Directors for implementing any adjustments to procedures in collecting data.
13. Provide JCSB Administration with data needed to facilitate compliance with Class Size Reduction law.
14. Oversee data entry for ESOL, Hospital/Homebound, and District Virtual School.
15. Oversee training of appropriate personnel in the uses of District databases.
16. Perform other incidental tasks consistent with the goals and objectives of this position.
17. Other duties assigned by the immediate administrator or supervisor

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:

Approved Unit Compensation plan, pay grade 19-25

12 months

7.5 hours per day

EVALUATION:

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

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