

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

ASSISTANT DIRECTOR OF MANAGEMENT INFORMATION SERVICES

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of six years successful experience in managing network systems and data reporting systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of networking and data base systems. Display competency in writing technical reports. Thorough understanding of the following inter-networking protocols; TCP/IP, IPX/SPX, DecNet, Lat, Netbios, Netbeui, SNA, RIP, OSPF, IS-IS, SNMP, Switched-56, ISDN, B-ISDN, Frame Relay, T1, and related networking standard protocols. Thorough understanding of current telecommunications standards including: EIA/TIA 568, EIA/TIA 569, IEEE 802.3, IEEE802.5. Ability to instruct in a formal and informal environment. Ability to interact well with people under varied circumstances. Ability to communicate effectively, orally and in writing. Knowledge of effective schools concepts and principles. Knowledge of state-of-the-art research and best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.

REPORTS TO:

Deputy Superintendent and the Director of Curriculum and Instruction

JOB GOAL

To provide leadership and technical support in the planning, development, implementation and evaluation of MIS and Data reporting. To be responsible for designing, installing and trouble-shooting telecommunications and computer network.

SUPERVISES:

Data Processing Manager
Systems Programmer Analyst

PERFORMANCE RESPONSIBILITIES:

- (1) Design Local and Wide-Area Networks for all Jackson County School District facilities for system integration.
- (2) Prepare specifications of equipment required for network installations.
- (3) Ensure that all networking hardware purchased meets the District's networking guidelines and standards.
- (4) Obtain current pricing and availability from vendors of network equipment.

Board Approved April 20, 2010

Assistant Director of MIS

- (5) Procure networking equipment, including concentrators, hubs, bridges, and routers.
- (6) Install and configure networking equipment at required sites.
- (7) Document local and wide-area networks installed in District facilities.
- (8) Design main and intermediate telecommunications closets.
- (9) Document all network wiring in all facilities.
- (10) Terminate LAN wiring at distribution location and station.
- (11) Test and verify that all new telecommunications wiring meets current networking standards.
- (12) Assist in the development, utilization, revision and dissemination of instructional program material and technology.
- (13) Develop and monitor an articulation plan for secondary curriculum and instructional programs.
- (14) Coordinate the evaluation and selection of technology equipment and software.
- (15) Develop and manage budgets as required.
- (16) Approve student transfer request forms.
- (17) Assist County Office staff and schools with pricing information and recommendations on purchasing computers, hardware, software, etc.
- (18) Assist in the writing of applications for grants related to educational technology.
- (19) Supervise maintenance of County Office equipment.
- (20) Monitor and assist with internal accounting software at the school sites.

- (21) Perform other incidental tasks consistent with the goals and objectives of this position.
- (22) 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 5 - 9
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.