

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, MANAGEMENT INFORMATION SYSTEMS

QUALIFICATIONS:

- (1) Bachelor's Degree in Accounting, Computer Science or Computer Education preferred,
- (2) Experience with the Florida Department of Education in collection, editing and transmittal preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of systems, mainframe, network, and micro-operations, instructional and administrative development processes. Organization and people skills are required. Ability to analyze and present data and findings in a logical and understandable format.

Knowledge of state-of-the-art research and best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of responsibility. Knowledge of budgeting and financial management. Ability to analyze and present data and findings in a logical and understandable format. Ability to work cooperatively with other departments and agencies. Ability to analyze statistical data for trends and student performance in various programs and to develop strategies for improvement. Ability to represent the District at State and Regional functions.

REPORTS TO:

Director, Management Information Systems Technology

JOB GOAL

To guide the systematic planning for educational technology services that allow decision makers, at all levels, with data which is accurate, timely, and related to the operational and instructional improvement needs of the District, to function effectively.

PERFORMANCE RESPONSIBILITIES:

- * (1) Ensure that the School District is able to meet the State database requirements in student, staff, and financial data.
- * (2) Supervise the data processing department and make appropriate recommendations concerning staff, software and hardware concerns.
- * (3) Provide direction and administration in preparation of the Florida Education Finance Program (FEFP) reports.
- * (4) Assist the Director of MIS Tech with short-and long-range planning for Management Information Services in conjunction with NEFEC.
- * (5) Provide a system of reporting specified information needed for instruction, administrative, planning, and public relations purposes.
- * (6) Assist the Director of MIS Tech with ensuring the appropriate usage and optimal efficiency of the District's Management Information System.
- * (7) Provide services and implement necessary programs to meet organizational needs.
- * (8) Coordinate the information system with all other functions of the school system.
- (9) Maintain contact with other school districts and professional management associations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the District's information system.
- *(10) Evaluate educational, managerial, and administrative operation systems and plan and recommend information systems designed to improve the operational efficiency of the school system.

- (11) Provide liaison with local, State and federal educational and government units to improve the compatibility of the School District's information system with corresponding systems of other units.
- (12) Act as forms controller and serve on various committees of data users and providers in order to coordinate the identification of data elements and forms used for all necessary reporting.
- (13) Provide data for collective bargaining negotiations.
- *(14) Assist the Director of MIS Tech in providing oversight for efficient and secure computer systems and services to meet organizational needs.
- (15) Assist in the development of administrative guidelines and policies for assigned areas of responsibility.
- *(16) Prepare all required reports and maintain all appropriate records.
- *(17) Assist in development and administration of the Management Information System's budget.
- (18) Represent Levy County at the School District's Council on Comprehensive Management Information Systems meetings.
- *(19) Supervise the destruction and retention of District records.
- *(20) Use effective, positive interpersonal communication skills.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(22) Ability to work in a constant state of alertness and safe manner.

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 5

Lane C MIS

Salary Index 0.9401 of the Administrative Salary Schedule

DOE Job Code 82008

Board Approved 12/16/2008

Revised Board Approval 04/11/2017