

# **SCHOOL DISTRICT OF LEVY COUNTY**

## **JOB DESCRIPTION**

### **ASSISTANT DIRECTOR, MANAGEMENT INFORMATION SYSTEMS / TECHNOLOGY**

#### **QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Valid Florida teacher certification.
- (3) Experience with the Florida Department of Education in collection, editing, and transmittal preferred.
- (4) Experience as a School Based Administrator preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of systems, mainframe and micro-operations, instructional and administrative development processes. Knowledge of Course Code Directory and Florida Statutes and Federal regulations. Understanding of the Student Progression Plan.

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 organize and to supervise people. 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, MIS/Technology

#### **JOB GOAL**

To coordinate and monitor the instructional technology program and technology and other applicable grants. To help incorporate the use of technology in schools and to coordinate and provide staff development opportunities.

#### **SUPERVISES:**

Computer Technicians

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide assistance and support for the Director of MIS/ Technology.
- \* (2) Prepare all proposals for program funds for review by the Director, MIS and the Superintendent's Executive Leadership Team.
- \* (3) Manage Technology grants and make appropriate recommendations concerning software and hardware concerns.
- \* (4) Remain current on laws and requirements regarding Technology and MIS program and meet with related staff to interpret and implement regulations.
- \* (5) Maintain a current property inventory for each program.
- \* (6) Coordinate the schedule and use of district computer technicians.
- \* (7) Supervise the use of student records and related identification forms.
- \* (8) Maintain and update District Website.
- \* (9) Assist program teachers in organizing and planning for effective student learning, including the use of varied instructional materials and technology.
- \* (10) Plan and supervise appropriate in-service activities for program staff.
- (11) Attend appropriate county, area and State meetings related to the programs.
- (12) Assist in the development of administrative guidelines.
- (13) Assist in the development of policies.
- \* (14) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (14) Prepare all required reports and maintain all appropriate records.
- (15) Assist in the preparation of the budget.
- \* (16) Coordinate district computer purchasing and replacement.
- \* (17) Maintain and coordinate the district e mail system.
- \* (18) Serve as the district technology security contact and coordinator.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (20) 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  
Salary Index 0.9401 of the Administrative Salary Schedule  
DOE Job Code 82006**

**Board Approved 05/18/2004  
Revised Board Approval 04/11/2017**