



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: EXECUTIVE DIRECTOR OF MANAGEMENT INFORMATION SERVICES

QUALIFICATIONS:

1. Bachelor's degree or higher
OR
A minimum of ten (10) years successful experience in a technical business environment
2. Minimum of ten (10) years leadership experience
3. Knowledge of K-12 school district, preferred

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *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.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Empowers leadership to departmental administrators and staff within areas of responsibility on organizational chart to ensure that the philosophy and goals for the Bay District School System and Florida School Board Rules are implemented and that District accountability is ensured.
2. Maintains external contact with the Department of Education, other school districts and professional management organizations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the school district.
3. Develops and administers technology policies and procedures to assure effective security to protect district computing assets while providing a safe operating environment for staff and students.
4. Develops and administers technology policies and procedures to assure the integrity of all district data and information.
5. Implements a design for the storage and disposition of public records.
6. Recommends the employment and retention of all personnel within the area of responsibility on organizational chart based on the district's employment and assessment policies and procedures.
7. Maintains and ensures continued improvements of strategies for the deployment of automation, data and telecommunications equipment throughout the district.
8. Facilitates problem solving with individuals and/or groups.
9. Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
10. Reviews job responsibilities of personnel in the area of assigned responsibility on organizational chart and makes recommendations to the Superintendent and Board for the realignment of responsibilities in keeping with best practices.
11. Prepares, recommends and administers budgets for the area of assigned responsibility on organizational chart.
12. Recommends, implements and interprets policy in the area of assigned responsibility on organizational chart.

13. Develops and implements systems for the efficient and effective delivery of services in the assigned area of responsibility on organizational chart.
14. Assists the Deputy Superintendent and Superintendent in the problematic intervention and resolution of incidents related to the area of assigned responsibility on organizational chart.
15. Assists the Deputy Superintendent and Superintendent in the interpretation of data and practices from the area of assigned responsibility on organizational chart in the assessment of school-based administrators.
16. Performs other duties as assigned.

TECHNOLOGIES:

1. FOCUS Student Information System, Enterprise Resource Planning System (ERP)
2. Cloud implementations (Azure, Google, AWS)
3. Help Desk ticketing systems (Manage Engine, ServiceNow)
4. Data warehouse/integration (SSIS, SSRS, PowerBi, Cognos)
5. Office, G-Suite for Education

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

Revised: APPROVED OCT 25 2022
Adopted by Bay District School Board: April 3, 2021

Bay District Schools is an Equal Opportunity Employer