

# Wachusett Regional School District

## CENTRAL OFFICE

### JOB DESCRIPTION

#### **TITLE:**

Supervisor of Information Systems

#### **QUALIFICATIONS:**

The Supervisor shall possess a Bachelor's Degree and at least five (5) years of experience in an information systems management position or other related field. The Supervisor shall possess other qualities of academic, professional, and personal experience that the District may specify.

#### **REPORTS TO:**

Director of Student/Information Services

#### **PERFORMANCE EVALUATION:**

The Supervisor of Information Systems shall be evaluated annually based upon overall job performance and the goals and objectives composed by and agreed to by the Supervisor and the Director.

#### **REPRESENTATION STATUS:**

Un-represented Staff

#### **JOB RESPONSIBILITIES:**

The Supervisor of Information Systems is the chief informational services administrator in the District and is a member of the District's Administrative Staff. As a member of the Administrative Staff, he/she shall provide leadership for the School District, represent the District as appropriate at official school and community functions, inform the Director of Student/Information Services and the Superintendent of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the Director of Student/Information Services or the Superintendent of his/her activities and as requested. The Supervisor of Information Systems, in conjunction with the Director of Administrative Services, shall develop annual job goals that will become part of the criteria used to evaluate the Supervisor.

In carrying out these responsibilities, the Supervisor of Information Systems shall:

1. Be responsible for planning, developing, and implementing a continuous program of communication services, and computer support systems for data processing and pupil accounting;
2. Plan, develop, and implement an office automation system to facilitate communications of meetings, agendas, and memoranda while managing the system to access and disseminate educational information programs;
3. Plan, develop, and implement personnel training programs for use of office automation software, pupil accounting software, financial software, payroll software, special education software, and personnel software to achieve effective system utilization;
4. Plan, develop, and maintain the pupil information management system for the District to include designing an appropriate system, forms, and procedures for maintaining educational records for all pupils who have been enrolled in the school system and coordinate the collection, production, and storage of other educational business data;
5. Provide selected pupil records and census data to qualified individuals and agencies in accordance with school system policy;
6. Recommend to the Director of Student/Information Services an annual data processing and information systems budget;
7. Establish procedure for the utilization of data processing equipment and personnel to include monitoring utilization of equipment and provide for scheduled maintenance while providing support to school administrators in developing and evaluating new or ongoing projects;
8. Supervise daily operations of the computer center and computer center personnel as well as supervising personnel involved with technical training, planning, and operational support assignments related to micro-computers;
9. Advise the administration on purchasing and contracting of any hardware and software necessary to maintain and upgrade information services including conducting regular evaluations of the

District's use of data processing and information systems and making recommendations for alterations or expansion to the systems as necessary;

10. Plan, develop, and maintain the software, hardware, and procedural manuals for the personnel information management system to maintain an accurate and timely database of all District personnel;
11. Plan, develop, and maintain the software, hardware, and procedural manuals for the financial record keeping management system of the District;
12. Conduct short-range and long-range planning studies while serving as a resource person for task forces, the executive staff, the administrative staff, and others in the District that might require the Supervisor's expertise; and
13. Conduct other administrative staff duties and responsibilities as directed by the Director of Student/Information Services, including attending school committee meetings and subcommittee meetings as requested or required by the Director; and any other administrative staff function required by the Director of Student/Information Services.

**SUPERVISES:**

Assistant Director of Information Services Data Entry/Operations Clerk  
Assistant Supervisor of Information Systems  
Information Systems Application Specialist  
Network and Application Specialist  
Technology Associates  
Technology Assistants

Updated on 08/07/02  
Revised on 08/12/03  
Revised on 07/01/05

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 07/01/05