

MISIS MANAGER

DEFINITION

Manages, plans, and oversees student information systems for the District and is responsible for system implementation and configuration, software integration, maintenance, and review of the work of assigned My Integrated Student Information System (MiSiS) production support and project team.

TYPICAL DUTIES

- Manages and oversees the development, quality assurance, testing, maintenance, and/or production support of MiSiS to ensure appropriate system configuration to support instructional, compliance, and operational needs and requirements.
- Establishes departmental responsibilities and coordinates functions among MiSiS production support and project teams.
- Directs and manages the configuration of instructional, statistical, and mark reporting calendars for schools in the application to allow for the capture of attendance, state reporting, and mark reporting data.
- Manages the execution of enhancements within the MiSiS system due to changes in State or federal requirements, reporting for consent decrees, District policies and procedures, and/ or any other necessary user requested changes.
- Manages the verification of the functionality of updates or upgrades made; tests the functionality on new user workstation hardware; and confirms the functionality of each MiSiS production deployment through regression tests against the application and reports.
- Collaborates with the Office of Data and Accountability and other District offices to oversee student information data to meet State, federal, and District requirements.
- Develops and updates plans including information such as objectives, technologies, systems, information specifications; and provides status update to stakeholders.
- Directs, plans, and implements policies, objectives, and activities of MiSiS to ensure timely and cost-effective development of student information systems.
- Assesses the product specifications of the systems, analyzes business requirements, determines best process solutions going forward, identifies gaps in functional and non-functional requirements, and assesses system specifications and verifies business requirements are met.
- Confers with business owners and users to identify and document operational needs and objectives and works with IT staff to establish and update MiSiS configuration business rules and functionality for schools and offices.
- Manages the creation and development of user-support materials (e.g. training materials, reference guides, memoranda) to schools, Educational Service Centers (ESC), and central office staff in the maintenance and use of MiSiS.
- Makes presentations to board members, division heads and other parties to explain and detail on-going and proposed automation activities and the use of MiSiS data to support planning, management, and instruction.
- Assists in administering allocated budget resources and controls expenditures.
- Serves as a liaison with federal, State, and local education related offices and community organizations as required.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A MiSiS Manager plans, defines, and develops MiSiS systems strategies and standards; coordinates, manages, and reviews the work of assigned MiSiS development, testing, or production support and project team engaged in analyzing and defining assigned MiSiS system functions, business processes, and user needs.

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function. A Deputy Chief Information Officer assists in the management of the Information Technology Division and acts for the Chief Information Officer as required.

A Senior Technical Project Manager directs major activities involved in planning, development, and implementation of a major software applications system and may supervise and coordinate efforts of Technical Project Managers.

SUPERVISION

General direction is received from a Deputy Chief Information Officer. General direction is provided to Senior Technical Project Managers and other lower-level managerial and technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Student Information Systems implementation strategies
- Release management protocols, industry standards, and best practices
- Principle of Information System Development
- Principles and techniques of systems analysis, configuration, security, and performance and application testing
- Project management methodology
- Federal, State, and local laws, ordinances, codes, and regulations related to NCLB, Special Education, Graduation Standards, Transcripts, Enrollment, and State Reporting
- Principles of program documentation, report, and form design
- Software development lifecycle and quality assurance
- Software quality assurance metrics

Ability to:

- Manage and evaluate the work of assigned production support and project teams
- Manage and coordinate multiple projects of a complex and technical nature concurrently
- Develop and document complex operational and technical processes, functions, and procedures
- Define and confirm project objectives, identify tasks, and achieve goals
- Provide leadership and prioritize projects, and review and evaluate project deliverables
- Develop and maintain effective working relationships with vendors, District personnel, and project consultants
- Foster a cooperative work environment
- Motivate, direct, train, and develop teams
- Analyze, interpret, and explain project budgets
- Collect, analyze, and interpret technical materials accurately and present effective oral and written reports
- Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a major in business administration, public administration, computer information systems, management information systems, computer technology, or a related field. Project Management Professional certification is highly preferable.

Experience:

Five years of recent professional-level project management experience in the configuration, design, development, modification, implementation, or management of student information systems with at least three years of which must have been in a supervisory capacity. The aforementioned experience must have been in a large organization with at least 10,000 or more employees. Public sector experience is preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class. Employees in this class are subject to call at any hour.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
03-16-15
PJO