

# DATA PROCESSING DIRECTOR

JD LOCATOR: 2.47.1

Adopted: 7/82

Revised: 11/02, 7/07

REPORTS TO:	Assistant Superintendent for Business Affairs
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of professional staff.

## JOB SUMMARY

Use technology and analytical skills to increase the efficiency and effectiveness of the district's available resources, reduce costs, and ultimately benefit the district's education program.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

***NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.***

1. Plans, organizes, and controls the overall activities of Information Systems, including system setup, systems analysis, programming, and computer operation activities as related to the district's General Ledger, Budgeting, Accounts Payable, Human Resources, Payroll, Instructional Programs, Pupil Recordkeeping, Food Services, and Special Services operations.
2. Regularly evaluates the district's use of technology, as applied to its data processing needs, and recommends alterations and expansion as necessary.
3. Stays current with file layouts, formats, and policies and keeps programs written/maintained to generate files and reports for the following entities:
  - a. DESE – Core Data files and MOSIS numbers
  - b. EMERS – Retirement data
  - c. IRS – Quarterly wage files and electronic W-2 file
  - d. Bank – ACH files for payroll, withholdings, retirees' retirement premiums, etc.
  - e. Portrait Studio – Student information file for school photos
4. Keeps programs written/maintained to transfer appropriate data between the district's software applications, eliminating the need for duplicate data entry.
5. Supervises the printing of the district's grade cards, purchase orders, AP checks, payroll reports, employee contracts, W-2, 1099, and various other forms/reports.
6. Analyzes, investigates, and advises the administration regarding the purchase or leasing of suitable equipment.
7. Supervises the installation of equipment and makes recommendations to keep it current.
8. Maintains adequate supply of data processing printing materials and supplies for district reporting needs.
9. Maintains a cooperative relationship and open communication with those holding similar positions in other districts in the region and state; to investigate and implement feasible data processing programs that merge into data collection systems from multi-sites.
10. Develops, trains, supervises, and evaluates data processing staff.
11. Conducts in-service programs to keep personnel informed as to applications and developments in the field of electronic data processing in education.
12. Writes and maintains written instructional manuals for all programs.

13. Meets and consults with various district administrators regarding data processing departmental operation and district concerns.
14. Provides support for the business office and works with software vendors to resolve issues, as needed.
15. Assists the superintendent and his/her designee in preparing the data processing needs for district-wide internal as well as external agency reporting preparation and requirements.
16. Assists the Assistant Superintendent for Business Affairs with payroll projections, budgeting forecasts, and other necessary information to establish next year's budget.
17. Performs data processing duties to ensure the most effective services to the district educational program.

#### SUPERVISORY RESPONSIBILITIES

1. Data processing staff.
2. Performs supervisory responsibilities in accordance with building procedures, Board policies, and applicable laws. Such responsibilities may include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving issues.

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Bachelor's degree from college, technical school, or equivalent from accredited university with specialized coursework in computer information systems or related field preferred.
2. Minimum of five years progressively responsible related experience, including at least three years at an intermediate level involving expertise in a computerized environment supporting a diverse management structure.
3. Proficient in the Java programming language.
4. Knowledge and/or experience in most of the following areas desired: RPG/AS400 operations and programming; PHP and JSP server and programming; MySQL database; IIS, Apache Tomcat, and servlet technology; developing and implementing web applications; and ODBC.
5. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.

2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

**OTHER SKILLS AND ABILITIES**

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective organizational, public, and community relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Knowledge of principles, methods, strategies, goals, and objectives of public education.
10. Ability to react well under pressure, handle and balance multiple demands at one time, and perform duties and tasks at expected levels of professionalism.
11. Conducts self with integrity, and demonstrates ethical behavior and a positive leadership model at all times.
12. Ability to use independent judgement and demonstrates initiative to act without being asked.
13. Ability to apply knowledge of current research and theory in specific field.
14. Ability to thoroughly document programs and write user manuals for custom applications.
15. Knowledge of General Ledger, Budgeting, Accounts Payable, Human Resources, Payroll, Instructional Programs, Pupil Recordkeeping, Food Services, and Special Services operations, methods, and procedures.

***PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

***WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary to carry out duties and responsibilities.

**ACKNOWLEDGMENT**

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date