

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Director, Student and Data Systems	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Director III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9847	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Technology Services	<b>SALARY:</b>	Range 19 BT /TT1 n<

Develop and implement change management procedures for SIS and data information systems. **E**

Develop and create quality communications to a variety of stakeholders on projects and District initiatives. **E**

Assist with internal and external research, data, analysis, and public records requests. **E**

Direct data analysis and reporting activities associated with federal, state, county, and District mandates. **E**

Write comprehensive, objective reports and present information to a wide range of audiences. **E**

Coordinate with other District departments and divisions to develop solutions to integrate with SIS and data information systems. **E**

Assist in developing and implementing the District technology plan. **E**

Oversee, supervise, and evaluate the performance of the classified technical support personnel as assigned. **E**

Monitor the professional development of staff to maintain pace with technology and District needs. **E**

Research and keep well-informed about technology advancements, and maintain a current understanding of changes in the student information system capabilities and requirements. **E**

Review all hardware and software requests related to the District's student information system. **E**

Research, compile, generate, prepare, analyze, and review District data, correspondence, analytical studC /TT0 1 T/a(tu [



**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Indoor classroom environment; continuous contact with staff, students, and the public; and driving a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sufficient vision to read volumes of printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the District in a personal automobile; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; sufficient dexterity to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; sufficient stamina to remain in a stationary position for extended amounts of time; and physical ability to transport or move objects and move about the facilities to conduct work.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

(Former Classification: Director II, Student and Data Systems)