

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: DIRECTOR- INFORMATION SERVICES**

**BASIC FUNCTION:**

Under the direction of the Chief Technology Officer, coordinate, plan, organize, support and supervise the District's Information Services functions; develop, implement, monitor and coordinate Information Services projects and activities; consult and advise District personnel on system related issues; train, supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, control and direct the operations of the Information Systems Services team; develop, implement and evaluate long-range goals for the application of data systems and technology; monitor progress toward goal attainment; coordinate priorities and manage projects.

Consult and advise District personnel on Information Services related issues; evaluate and recommend upgrades, improvements, changes or enhancements to District information systems; ensure accurate data collection and reporting from District information systems.

Perform specialized technical work involving data analysis and program evaluation; responsible for the integrity of data in the District's information systems; works closely with Information Technology department staff for system support and to help ensure information systems availability and security.

Collaborate with Information Technology Department management in developing goals and objectives; direct staff in accomplishing these goals and coordinate timelines to implement.

Provides in-depth knowledge and expertise of the District's various information systems and databases.

Direct District and site staff regarding the use of the SIS (Student Information System) system, ERP (Enterprise Resource Planning) system and other District information systems.

Coordinate, manage and oversee State and Federal data collection, reporting and submission processes.

Interpret Federal, State and local government regulations, policies and procedures as they relate to data reporting requirements; develop data collection and reporting procedures to ensure compliance.

Establish, coordinate and implement district-wide uniform standards for data entry, management, reporting processes and guidelines based on various District information systems capabilities as well as the needs/requirements of local, state, and federal programs.



Multiple operating systems and applications, including word processing and spreadsheet software  
Structure Query Language (SQL) and database administration  
Principles and techniques of systems and programming work including analysis and design  
Knowledge of and/or experience working in or with K-12 school districts and related information systems

**ABILITY TO:**

Plan, organize, support and direct the day-to-day Information Technology Department operations and functions

Coordinate and collaborate activities within the Information Technology Department

Write and review technical policies and standards

Consult and advise District personnel on information services related issues

Analyze user needs or problems and design clear and logical procedures, and systems to meet specific requirements

Supervise and evaluate the performance of assigned staff

Create a positive work environment and support staff in connecting with District and Programs' mission and goals

Communicate effectively, both orally and in writing, with employees and administrators

**ENVIRONMENT:**

Office environment

School sites and district offices

Demanding timelines

Subject to frequent interruptions and daily contact with staff and public

Driving a vehicle to conduct work

Weekend (Saturday and Sunday) and night work on an as needed or on-call basis

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations

