

Copies of all job descriptions and explanations of responsibilities for all persons hired or assigned to fulfill the requirements of this Section, identified by name, job title, previous job title (if appropriate), others considered for the position, and credentials.

USP Section X.A(5)(a)(i)

Appendix 85

USP Credentials - EBAS

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
John Gay	Designated to carry out EBAS functions for the USP	Job Code: 06519 Chief Information Officer	White	<p><u>Education:</u> Bachelors of Science - US Military Academy Masters of Science - Computer Science Masters of Science - Information and Computer Science</p> <p><u>Licenses and Certificates:</u> <u>Endorsements</u></p> <p><u>Experience:</u> TUSD Chief Information Officer Dates: 10/11/10 – 7/13/13</p> <p>Self-Employed – Independent Consultant Dates: 2007 - 2010</p> <p>MAXIMUS Education Systems Dates: 9/2005 – 2/2007</p> <p>Turnleaf Solutions, Inc. Dates: 10/2003 – 5/2005</p> <p>Pearson Digital Learning – Chief Technologist/Operations Manager Dates: 7/1999 – 10/2003</p> <p>Fairfax County Public Schools – Chief Information Officer Dates: 8/1993 – 6/1999</p>



CODE: 06519
UNIT: SPT
FLSA: Exempt

CLASSIFICATION TITLE

CHIEF INFORMATION OFFICER

SUMMARY

The Chief Information Officer (CIO) provides technology vision and strategic leadership for the Tucson Unified School District (TUSD) including policy formulation and executive management covering all aspects of information technology of the organization. The CIO is a member of the TUSD Superintendent's Leadership Team and in this capacity is responsible for aligning technology vision with academic and administrative computing needs and serves as the primary advisor to the Superintendent and Superintendent's Leadership Team to this end. The CIO will provide staff project and budgetary management of all District TS services to meet the District's academic and administrative computing needs. The scope of responsibility also includes the supervision, direction and evaluation of functional areas and staff within the Technology Services Department.

MINIMUM REQUIREMENTS

Master's degree in Information Systems Management, Computer Science, Business Management or a related field.

Seven years as a supervisor or manager of information systems, data management, or integrated automation and telecommunications network.

Seven years business management or related experience.

Ability to use high level interpersonal skills in order to maintain effective relationships.

Experience in Information Systems Security planning and implementation.

Experience developing and managing budgets.

Experience facilitating the development and implementation of a strategic plan.

Executive level experience and participation in development and execution of enterprise strategies.

Experience facilitating and presenting executive level presentations.

Work experience may be concurrent experience.

OR

Any combination of education, training, or experience.

PREFERRED REQUIREMENTS

Master's degree in Information Systems Management, Computer Science or Business Management,
AND

Ten years experience in information systems, telecommunications/automation integration management, or information security management.

Ability to develop and foster strategic relationships with internal and external constituencies.

Knowledge of state and federal laws, policies and regulations as pertaining to K-12 level educational institutions.

Information Technology experience in a large urban educational setting or school district.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Direct and manage district-wide computing and information technology strategic plans, policies, programs, and schedules for academic and business/operational systems to accomplish District goals and objectives.

Develop strategic plans and implement the objectives of the information technology needs of the district to ensure that computer capabilities are responsive to the needs of the district's objectives.

Develop and establish operating policies and approaches for computing and information technology.

Act as an advocate for the district's IT vision via regular written and in-person communications with the district's executives, department heads and end users.

Prepare enterprise objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information.

Interact with multiple levels of managers, supervisors, and leadership on internal and external operations that are impacted by information systems and technology changes.

Define and communicate procedures, policies, and standards for the organization for acquiring, implementing, and operating new information network systems, equipment, software, and other technologies.

Develop, track, and control the technical services annual operating and capital budgets for purchasing, staffing, and operations.

Develop, integrate, and implement information technology systems in a large educational environment, including but not limited to ERP, Student Information, Learning Management, Transportation, etc.

Ensure the security of the information and information systems, communication lines, and equipment.

Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.

Identify emerging information technologies to be assimilated, integrated, and introduced within the district.

Direct development and execution of an enterprise-wide disaster recovery and business continuity plans.

Assess and communicate risks associated with technology-related investments and purchases.

Establish district infrastructure standards to support and guide individual divisions/departments/sites in computing and information technology efforts.

Coordinate with the Technology Oversight Committee for the district; take under advisement the Technology Oversight Committee's recommendations, compile, and present final recommendation to the district.

Promote and oversee strategic relationships between internal IT resources and external entities, including government, vendors, and partner organizations.

Supervise recruitment, development, retention, and organization of all IT staff in accordance with corporate budgetary objectives and personnel policies.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written, graphic and oral instructions and from observing others. Evaluates written materials. Reads.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer and copier. Expertise with Microsoft Office Suite, including Word, Excel, Outlook and Power Point.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.

M:JOB06519
Revised 5/00, 5/07, 4/10, 7/13

USP Credentials - EBAS

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
Richard M Foster	Designated to carry out EBAS functions for the USP	Job Code: 61029 Data Base Manager	White	<u>Education:</u> AA – Computer Science <u>Licenses and Certificates:</u> <u>Endorsements</u> <u>Experience:</u> TUSD Data Base Manager Dates: 7/09/2001 – (Active) TUSD IT Programming Manager Dates: 7/01/1999(Conversion for Active Employee) – 7/02/2000

CODE: 61029
UNIT: SPE
GRADE: 16
FLSA: Exempt

CLASSIFICATION
DATABASE MANAGER

SUMMARY

Plans, controls and manages data as a resource in support of the organizational business functions. Integrates data management into organization's strategic objective. Establishes design standards, access and security measures. Reviews and recommends hardware, operating systems and software for data and information management. Manages Microsoft and Oracle database systems.

MINIMUM REQUIREMENTS

Bachelor's degree in Computer Science or related field.

Four years programming or working experience with large relational databases.

Five years programming or working experience with large relational databases may be substituted for degree.

Demonstrated accomplishments in an installation containing multiple large SQL Servers in an NT environment.

Knowledge of analysis techniques and system analysis design.

Experience in a Client/Server environment and an in-depth knowledge of operating systems.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Researches and develops functional and system analysis, database design and structure for multiple systems, integrating and optimizing components of the systems.

Approves analysis and develops project plans for system development.

Oversees installation and upgrades of Microsoft SQL Servers Database, Oracle 11G Databases and ILM (Identity Lifecycle Manager, MIIS/FIM) Databases.

Manages the critical Microsoft SQL Server Databases (including Data Warehouse Databases), Oracle 11G Databases and ILM databases.

Ensures managed database systems are operational, the data is secure and that data integrity is maintained within the confines of the database.

Manages Active Directory Network Security Objects using ILM and VBScript, VB.NET, C#, C++, ADO.Net, WMI, and PowerShell.

Manages, develops and implements business intelligence (BI) objects for the district ERP and Student Systems.

Manages, develops and implements objects (tables, packages, cubes, reports) in SSIS (SQL Server Integration Services), SSAS (SQL Server Analysis Services) and SSRS using Visual Studio/BI (Business Intelligence).

Develops and implements procedures for recovery from system failures. Develops and implements procedures for database backup and recovery. Ensures proper and timely backing up of the databases. Recovers from system failures and database failures in a timely fashion.

Provides systems integration to include linking hardware, software, databases, operating systems, application systems, production and tasks of people involved.

Coordinates activities of database team and interfaces with programmers.

Consults and coordinates with management, programming staff and outside organizations regarding computer systems.

Plans for proper utilization of storage. Determines the most effective and efficient manner of storing data. Projects data requirements for the organization.

Sets testing standards for database system development.

Analyzes and optimizes performance of database servers and application systems.

Works with NT system administrator, development team and input/output staff, operations, applications support and the Director to ensure consistency and efficiency in implementing the policies and procedures developed for database management.

Integrates maintenance of existing database systems with new developments, including releases, upgrades and patches.

Applies database, system and application strategies, project development life cycle processes, technological advancements, project management and functional techniques.

Provides technical leadership and training in emerging technologies to systems, programming and database staff.

Identifies functional, database, system, and programming problems or new requirements.

Ensures functioning of all production database systems.

MENTAL TASKS

Communicates. Performs functions from oral, written and graphic instructions or from observation of others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals, and office equipment such as telephone, fax, printer, and copier.

WORKING CONDITIONS

Indoors, days, some evenings. Exposure to noise. Office environment. Frequent contact with teachers, site and central administrators, as well as government officials.

CONTROL, SUPERVISION

Supervisory and evaluation control of staff assigned.

USP Credentials - EBAS

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
David Scott	Designated to carry out EBAS functions for the USP	Job Code: 24422 Director-Account/Research	White	<u>Education:</u> Masters – Anthropology Bachelors - Anthropology <u>Licenses and Certificates:</u> <u>Endorsements</u> <u>Experience:</u> TUSD Director-Account/Research Dates: 7/13/2005 - (Active) TUSD Research Project Manager-Lead Dates: 7/01/1999(Conversion for Active Employee) – 7/13/2005

CODE: 24422
UNIT: SUPT
FLSA: Exempt

CLASSIFICATION TITLE
DIRECTOR – ACCOUNTABILITY/RESEARCH

SUMMARY

Plans, organizes, control and directs the development, implementation and assessment of the District and State accountability systems.

MINIMUM REQUIREMENTS

Master's degree in Measurement, Evaluation, Quantitative Methods or related area

AND

Five (5) years of increasingly responsible research and administrative experience required.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience and education that would meet the minimum requirements.

PREFERRED QUALIFICATIONS

Doctorate Degree

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Develops, implements and administers the District accountability and value added systems.

Serves as the primary coordinator and consultant in developing or selecting, administering, interpreting, and reporting the District's evaluation programs and procedures.

Provides leadership and coordinates training for certified and management staff in procedures and techniques of accountability, data interpretation and analysis.

Designs, updates and maintains a District Inter/Intranet to develop and maintain an Educational Decision Support System (EDSS) to inform program planning and educational decision-making.

Develops assessment and evaluation techniques and procedures to assess assigned programs (e.g., Title I and Exceptional Education); uses appropriate quantitative or qualitative methodology, including observational methods and schedules, questionnaires, interview instruments, test scores and construction of other data gathering instruments.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs; resolves issues and conflicts; exchanges information; provides technical assistance in the development of policies and procedures to encourage effective and efficient management controls.

Establishes university collaborative for research and evaluation, to include assistance in planning and implementing program evaluation methodology.

Serves as a liaison between the District and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.

Makes presentation of findings, recommendations, data and exhibits to the Governing Board as needed and to local and national educational and community groups.

Reviews current developments, literature and technical sources of information related to job responsibilities.

Monitors compliance with State and federal laws and District standards, policies, procedures and guidelines.

Adheres to all court orders, state and federal laws, and District policies and regulations.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer, calculator and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervises assigned staff. Interviews, trains, directs, and appraises the work of others. Disciplines and handles employee complaints.

M: JOB24422
New 12/13

USP Credentials - EBAS

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
Adele Lawther Edwards	Designated to carry out EBAS functions for the USP	Job Code: 92236 Coordinator, TS Organizational Development	White	<u>Education:</u> Masters Business Administration <u>Licenses and Certificates:</u> <u>Endorsements</u> <u>Experience:</u> TUSD Coordinator, TS Organizational Development Dates: 3/21/2011 – 9/21/2013 The University of Arizona – Systems Planning and Development Dates: 7/2002 – 7/2010 The University of Arizona – Database Development Office Dates: 2/2001 – 7/2002

CODE: 92236
UNIT: EXC
GRADE: 2
FLSA: Exempt

CLASSIFICATION TITLE

Coordinator, Technology Services (TS) Organizational Development

SUMMARY

Coordinates and facilitates planning and execution of departmental organization changes and transition activities. This position reports directly to the Chief Information Officer and assists the CIO and senior managers in developing transition and change management plans regarding organizational structure and technology policies and procedures. Organizes and facilitates internal (departmental) and external work groups that are formed to help plan and execute organizational change management. Serves as liaison with other Tucson Unified School District (TUSD) departments and entities with respect to changes to TUSD technology, organization and technology policies.

MINIMUM REQUIREMENTS

Bachelor's Degree in Business, Technology Management, or a related field

AND

Five (5) years of experience coordinating or managing projects and/or programs.

Experience in effecting change within large or complex organizations.

Three years experience facilitating the work of task-oriented teams consisting of either subordinates or other project-assigned staff.

Experience and comfort working with all levels of staff, including management and represented employees.

Skilled in the use of Microsoft® Office products (Word®, Excel®, PowerPoint®, Outlook®, etc.).

Any combination of education and experience that meets minimum requirements.

PREFERRED QUALIFICATIONS

Direct experience with K-12 public education

Education and/or experience with process and quality improvement methodologies preferred.

ADDITIONAL QUALIFICATIONS REQUIRED AFTER HIRE:

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Works directly with the CIO and senior IT management to develop concepts and direction for IT organizational development.

Analyzes and recommends changes to organization structure, policies, and procedures.

Facilitates the work of project teams that are chartered to develop technology and organization change management plans.

Conducts meetings/interviews with TUSD staff, faculty, and leadership to help establish organizational development requirements.

Conducts research and analysis of external organizations in order to bring information regarding best practices to the department.

Develops and maintains change management project plans, including schedules, staffing levels, and budgets.

Develops quality metrics for evaluating results and effectiveness of changes.

Develops and presents information regarding concepts, plans, and status of organizational development changes.

Develops and executes effective communications plans relating to organizational direction and changes.

Works directly with Human Resources staff regarding structure and position classification changes.

Develops thorough and complete documentation of all organizational development activities, using primary Office tools (MS Word[®], Excel[®], PowerPoint[®], etc.).

MENTAL TASKS

Communicates, reads, and comprehends. Uses software and electronic media to develop, communicate, and digest information. Translates both general direction and specific instructions into action. Evaluates information presented in electronic and printed form.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students and public.

CONTROL, SUPERVISION

May coordinate, monitor or supervise the activities of subordinates.

M: JOB92236
New: 11/10

USP Credentials - EBAS

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
Rob Hugo	Designated to carry out EBAS functions for the USP	Job Code: 61043 Programmer, Analyst-Senior	White	<u>Education:</u> Bachelors - Economy <u>Licenses and Certificates:</u> <u>Endorsements</u> <u>Experience:</u> TUSD Programmer, Analyst-Senior Dates: 8/21/2000 - (Active) TUSD Programmer, Senior Dates: 4/17/2000 – 8/21/2000 TUSD IT Programmer/Analyst Lead Dates: 7/01/1999(Conversion for Active Employee) – 4/17/2000

CODE: 61043
UNIT: Super/Prof (SPE)
GRADE: 15
FLSA: Exempt

CLASSIFICATION

PROGRAMMER / ANALYST - SENIOR

SUMMARY

To coordinate and provide technical leadership and supervision, and perform a variety of complex tasks, in the design, development and implementation of integrated enterprise software applications and technical infrastructure. To provide analysis and design leadership as it relates to the integration of external and in-house software application solutions and the various integration layers of presentation, application and data.

MINIMUM REQUIREMENTS

Bachelor's degree in Computer Science or related field.

Four years of experience programming applications and/or large relational databases.

Five years experience programming applications and/or large relational databases may be substituted for Bachelor's degree.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Develops functional and programming analysis, database design and coding structure for an ERP or SIS software.

Serves as a technical team lead for complex projects.

Reviews code and documentation produced by Senior Programmer, Programmer, or other Senior Programmer/Analyst, to ensure data integrity and workable solutions, prior to submission for testing. Tests and installs components into production after testing.

Sets testing standards for system component development.

Analyzes functional and programming problems or new requirements, interfacing with users, database administrators and software support. Code, installs, and tests solution modifications.

Provides program integration to include linking operating systems, application subsystems, packaged programs, and applications programs.

Evaluates and analyzes errors that occur on the Local Area Network (LAN) or software programming, determines cause and coordinates recovery.

Maintains, improves and analyzes existing systems.

Reviews, evaluates and analyzes requests for programming changes.

Analyzes, programs, and develops applications to efficiently query and maintain data in a very large relational database.

Analyzes and develops reports and processes constructed using a variety of programming languages.

Coordinates changes in work processes.

Provides Client/Server application development and maintenance. Troubleshoot performance and interoperability problems between applications, servers and databases, using SQL language to verify database connectivity and performance. Develops stored procedures to improve system performance. Develops data conversions; converts code for upgrades.

Performs Fit Gap Analysis of functionality during upgrades on ERP or SIS.

Test software processes, procedures, in-house software changes and/or software company releases. Coordinates on-going operational research. Evaluates results and recommends selection of emerging and/or relevant methodologies, programming languages and technologies.

Analyze, test and apply changes to the application environment.

Analyzes business management processes and develops automated systems for more efficient operation. Design and administer the development, implementation and enhancement of data interfaces.

Applies development strategies, technological advancements and functional techniques.

Provides technical knowledge, training and assistance, internally, to the programming staff, specialists and technicians.

Performs functional analysis for release installation.

Ensures the functioning of production subsystems.

Analyzes and resolves software system malfunctions, ensures compliance with current security and service protocols and standards.

Perform project management for large IT projects, ensuring timely implementations.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written, graphic and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals and office equipment such as telephone, computer, printer, and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Lead control of assigned staff and projects.

USP Credentials - EBAS

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
Karen Jones	Designated to carry out EBAS functions for the USP	Job Code: 61031 Program Coordinator - TTS	White	<u>Education:</u> NA <u>Licenses and Certificates:</u> <u>Endorsements</u> <u>Experience:</u> TUSD Program Coordinator – TTS Dates: 8/14/2000 - (Active) TUSD Staff Systems Analyst Dates: 11/29/1999 – 8/14/2000 TUSD IT Programmer/Analyst Lead Dates: 7/01/1999 (Conversion for Active Employee) – 11/29/1999

CODE: 61031
UNIT: SPE
GRADE: 16
FLSA: Exempt

CLASSIFICATION

PROGRAM COORDINATOR – SIS (Student Information System)

SUMMARY

Manages and supervises all aspects of the SIS software engineering process, including coordinating how the software will be designed, with what technology, and how that technology will be implemented.

MINIMUM REQUIREMENTS

Master's degree in computer science or related field.

Three years experience programming applications and/or large relational databases.

Solid knowledge of and experience in analysis techniques and systems analysis design.

Experience in a Client/Server environment.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Supervises programming staff with respect to time and attendance, scheduling and assignments to teams; reviews completed work (programming code) for accuracy and provides training in emerging technologies, guidance and assistance to the programming staff.

Determines need and develops innovative software solutions, using programming languages and programming tools.

Analyzes, evaluates current software programs and is responsible for designing system upgrade architecture integration of software to keep software operational.

Designs and administers functions such as security rights and disaster recovery. Establishes and maintains a program of monitoring, measuring and evaluating software performance, determines the cause of issues and coordinates resolution. Ensures high quality of data.

Reviews and evaluates software needs, recommending changes and upgrades to provide efficient, effective and timely service to users throughout the District for the SIS.

Develops project plan including goals, scope, deliverables, resources needed, schedules, timelines, methods for measuring results, security and risk assessment. Responsible for project communications to all stakeholders.

Collaborates with site level users and Leadership Team to determine programming needs for the district; provides district level reporting requirements to state and federal agencies as well as to the site. Works with central departments, and state and federal agencies.

Ensures programming standards are developed and followed.

Researches and develops functional and system analysis, database design and structure for multiple systems, integrating and optimizing components of the systems.

Approves analysis and develops project plans for system development

Develops procedure for recovery from system failures, Develops procedures for database backup and recovery. Ensures proper and timely backing up of the databases. Recovers from system failures and database failures in a timely fashion.

Consults and coordinates with management, programming staff and outside organizations regarding computer systems.

Plans for proper utilization of storage. Determines the most effective and efficient manner of storing data. Projects data requirements for the organization.

Analyzes and optimizes performance of database and application systems.

Integrates maintenance of existing database systems with new developments.

Identifies functional, database, systems, and programming problems or new requirements.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals and office equipment such as telephone, fax, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of assigned staff.

M: JOB 61031
Review&Upgrd 3/00
Revised 6/04, 7/07, 3/10