

APPENDIX X – 8

X.A.5.a - Job Descriptions and Responsibilities

(New 2017-18 SY)

DAC	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanations of Responsibilities	Job Description
Assessment & Evaluation 5051	Baroody, Craig Arthur	Data Integration Specialist	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Master's degree	Provide data transfer functionality to and from databases. Responsible for data movement and integration between major systems such as the ERP and Student systems and the data warehouse.	✓
Assessment & Evaluation 5051	Oglesbee, Colin Thomas	Research Project Manager	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Associate of Arts for Transfer Political Science Bachelor of Arts Economics, Political Science Master of Public Policy Public Administration	Conduct evaluation of instructional programs and research of educational issues important to the TUSD.	✓
Technology Services 5041	Scott, David C	Data Integration Specialist	Retired-Data Integration Specialist	Assigned to fulfill the requirements.	HS Diploma Master's degree	Provide data transfer functionality to and from databases. Responsible for data movement and integration between major systems such as the ERP and Student systems and the data warehouse.	✓
Technology Services 5041	Young, Blaine	Chief Technology Officer	New to District	Competitive recruitment process. All documentation located in HR.	HS Diploma Master's degree	Provide technology vision and strategic leadership for TUSD including policy formulation and executive management covering all aspects of information technology of the organization.	✓

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 67225
UNIT: Super/Prof
GRADE : 14 (Hire at Step 2)
FLSA: Exempt *

CLASSIFICATION
DATA INTEGRATION SPECIALIST

SUMMARY

The Database Integration Specialist provides data transfer functionality to and from databases. This position will create and manage data import and export routines. This position will be responsible for data movement and integration between major systems such as the ERP and Student systems and the data warehouse. This position will organize data from disparate systems for reporting and application consumption.

REPORTS TO: Director of Information Systems

MINIMUM REQUIREMENTS

A Bachelor's degree in Computer Science or a directly related degree

AND

Three (3) years in-depth working experience performing data integration utilizing the Microsoft SQL Server environment

OR

Seven (7) years in-depth working experience performing data integration utilizing the Microsoft SQL Server environment

All Candidates:

Experience in data integration techniques.

Extensive experience using Transact SQL

Extensive experience importing, exporting and transferring data between database

Experience using BCP, OpenDataSource and server to server data transfer

Experience in ETL (Extract, Transform and Load) techniques.

Experience using SQL Import/Export (Or DTS)

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

Availability to work flex hours as needed, to include evenings and weekends.

PREFERRED QUALIFICATIONS

SSIS development (Microsoft SQL Server Integration Services or comparable tool)

SSRS development (Microsoft SQL Server Reporting Services or comparable tool)

Experience importing/exporting using FTP/FTPS/SFTP

Experience using data encryption/compression

VB.Net or C#.Net

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.

Manages and sets up the execution of imports and exports to/and from databases.

Responsible for performing the ETL (Extract, Transform and Load) function.

Assesses data types and their compatibility/translation between various tools and databases.

Researches and develops methodologies of transferring data between database systems and other data repositories.

Assists appropriate personnel to assess best approach to move critical data (i.e. ERP and Student Systems) into data warehouse.

Determines how to combine data from multiple repositories to provide users with a unified view of the data.

Determines and implements strategies on keeping data warehouse supplied with current data.

Transforms raw source system data in to usable standardized format.

Utilizes the latest methodologies to clean data.

Imports and/or exports data via FTP/FTPS/SFTP and/or using Web Services (i.e. SOAP, REST, SIF)

Other duties as required.

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,. Exposure to noise. Office environment. Frequent contact with staff and public.

CONTROL, SUPERVISION

None

M:Comp and Class/ JOB67225

New: 3/14

Updated per FLSA 12/1/2016

**Position meets Professional duties exemption test.

Qualifies for Computer Employee Exemption under FLSA

Position stays exempt

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 94421
UNIT: RSCH
FLSA: Exempt
(Meets FLSA Educational Exemption)

CLASSIFICATION

RESEARCH PROJECT MANAGER

SUMMARY

Conducts evaluation of instructional programs and research of educational issues important to TUSD.

MINIMUM REQUIREMENTS

Masters Degree in Social Sciences or related research field.

Three (3) years prior experience in an educational or social science program evaluation and/or research, including experience in quantitative and/or qualitative research, analysis, statistical methods and computer applications.

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Knowledge and experience with relational databases and structured query language.

Knowledge and experience with advanced statistical techniques, including but not limited to multivariate analysis, Item Response Theory (IRT), and causal modeling.

Ability to design and implement research and evaluation instruments from defining the scope of project, creating appropriate instruments, data collection, analysis, and writing/presenting finds.

Knowledge and experience with statistical and web applications, including but not limited to ArcGIS, SPSS, ASP.net.

Experience working with diverse constituents.

Experience in communicating research findings to diverse audiences in the form of written reports, oral presentations, and the web.

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 and implements appropriate research and evaluation projects to determine program effectiveness and assess alternatives. Tasks include designing evaluation instruments, collecting data, analysis, and preparing reports.

Collaborates with site administrators and staff, program coordinators, and district personnel on the administration of tests and other measurements of the learning potential and achievement of students. Tasks include establishing findings and recommendations of establishing and maintaining academic and grading standards.

Prepares and disseminates research findings and recommendations to appropriate personnel, as well as local, state, and federal agencies. Collaborates with Superintendent's Leadership Team and program administrators to facilitate the use of research findings and recommendations in strategic analysis of immediate and long range planning and decision-making.

Manages research and evaluation activities and personnel for externally funded grant projects to ensure compliance.

Identifies data needs, creates and modifies database systems, and presents the information to both internal and external users.

Plans, initiates and maintains computerized databases utilizing appropriate software.

Collaborates with appropriate personnel to determine and recommend needs for strategic analysis of immediate and long range planning and decision-making.

Fulfills internally and externally generated requests for research, statistical analysis and reports utilizing departmental software.

Attends and makes presentations at professional meetings.

Facilitates the import/export of student information into other database applications

Works closely with users to determine their precise needs in developing and/or modifying systems/programs/databases to meet those needs.

Selects appropriate evaluation instruments having acceptable validity and reliability.

May assist with and coordinate project personnel as needed.

Implements and coordinates testing and other assessments for the district.

MENTAL TASKS

Communicates. Evaluates written materials. Performs functions from oral and written instructions.

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

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

WORKING CONDITIONS

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

CONTROL, SUPERVISION

None.

M:Comp and Class/JOB94421
REVISED 6/95, 10/99, 5/00, 12/09, 9/13, 11/17
1-01 Title Change
Meets FLSA Educational Exemption 12/1/2016



CODE: 06519
UNIT: SPT
FLSA: Exempt

CLASSIFICATION TITLE

CHIEF TECHNOLOGY OFFICER

SUMMARY

The Chief Technology Officer (CTO) 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 CTO 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 CTO 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.

AND

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

OR

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

AND

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

OR

Eleven years of progressive information systems, telecommunications/automation integration management, or information security management experience.

AND

Three years of supervisory experience.

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

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.

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

Work experience may be concurrent experience.

OR

Any combination of education, training, or experience.

PREFERRED REQUIREMENTS

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

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.

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

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, 4/14, 11/14

USP Rev: 4/14

Title Chg: 6/14