



**CLASSIFIED**  
**Job Class Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 69-2022/23  
DOCUMENT NO. 47-2022/23  
DATED: 04/26/23

**EDUCATIONAL INFORMATION SYSTEMS MANAGER**

**DEPARTMENT/SITE:** Information Technology  
and Support Services

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 13

**WORK YEAR:** 261 Days

**REPORTS TO:** Director of Information  
Technology and Support Services

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Information Technology and Support Services, the Educational Information Systems Manager designs highly effective systems of operational efficiencies and supervises assigned technical staff involved with the design, acquisition, deployment and/or maintenance of educational information systems intended to strengthen student achievement. The incumbents in this classification provide the school community with current education technology systems and tools, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is a class that provides management/supervisory oversight and direction in the identification, planning, design and implementation of effective technologies to be available to teachers and administrators to enhance student learning and achievement. This class directs, trains, reviews, and assigns the work of a technical classified staff and works frequently with district staff, certificated teachers and administrators to identify and procure/create innovative technology applications to support the educational and achievement goals of the District.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

- Attends meetings and serves on committees and collaboration teams that plan, review and implement educational technology initiatives.
- Collaborates with the staff of the Curriculum Instruction Department, various District departments and individual school sites as well as the Information Technology and Support Services Department to research, design, disseminate, implement and support new and existing technology that enhance student learning and achievement. These applications include but are not limited to educational technology and student achievement applications and systems.
- Coordinates, supervises and administers the evaluation, selection, acquisition, requisitioning and implementation of District educational technology systems, units and components.
- Develop SOPs (standard operating procedures) to document educational technology processes and educational technology/applications.
- Directs the operational and technical functionality of the District-wide instructional technology program.
- Evaluates the nature of user requests to ensure underlying true needs are identified and resolved.
- Gathers, analyzes, and evaluates information from multiple sources, reconciling conflicts; breaks high-level

information into implementable detail, and summarizes low-level information into a general understanding from which implementation decisions can be made.

- Serves as a resource to the Information Technology and Support Services Department and District administrative team in formulating and planning the development and implementation of technology to support educational needs including computing hardware and software.
- Supervises and evaluates the performance of assigned personnel on a regular and timely basis, providing clear, constructive feedback to improve staff effectiveness in providing services; recommend performance improvement plans as needed, including disciplinary and other personnel related actions; ensure that assigned staff receive regular and up-to-date training in their assigned areas to keep up with changes in educational technology systems.
- Prepares technical studies and recommendations on the application, utility and feasibility of school-wide applications and systems; remains current and knowledgeable on new technology issues and developments; works collaboratively with others to prioritize and develops uses for new technology.
- Provides overall project management; assigns projects and tasks to staff; monitors, reviews and provides technical assistance to ensure the effective and efficient operation of assigned areas.
- Provides technical support for major implementation and conversions; ensures proper interaction of with vendors and stakeholders.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Project planning, organization, and direction
- Computer hardware, application support, and cloud-based Software as a Service (SaaS) systems related to education, student learning, student achievement, and educational accountability
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer to enter data, maintain records, and generate reports (proficiency required in Excel)
- Principles and practices of supervision and management
- Performance-based learning systems
- Laws, codes, regulations, policies, procedures and best practices applicable to technology systems that support student learning and achievement

### **Skills and Abilities to:**

- Plan, organize and administer analytical and efficiency systems for the District
- Communicate the operational aspects of systems and analytics to audiences with varying levels of expertise
- Maintain current knowledge of trends in educational technology as well as grow professionally and seek out new opportunities to learn and maintain a high level of expertise
- Provide technical guidance and recommendations concerning existing computer programs and systems and possible upgrades
- Establish and maintain collaborative, productive and effective working relationships with all levels of management, professional staff, elected officials, outside agencies and stakeholders, and the general public
- Coordinate activities, resolve issues or concerns, and exchange information to enhance and expand practices and procedures proven to raise student achievement

- Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels of the organization
- Prepare and make high quality and engaging presentations
- Clean and improve the quality of existing data and manipulate large, complex data sets into clear and easily understandable reports and systems for end users
- Demonstrate organizational loyalty and high ethical standards
- Maintain confidentiality of student data
- Maintain focus and appropriately allocate resources toward identified goals
- Think critically and creatively to assess situations and provide novel solutions
- Analyze situations accurately and adopt effective courses of action
- Negotiate skillfully in difficult situations and bring about viable solutions in a spirit of compromise and collaboration
- Communicate effectively and efficiently and understand and appropriately follow oral and written directions
- Work independently and effectively with minimum direction despite many interruptions and under time constraints
- Prepare comprehensive narrative and statistical reports
- Plan and organize work to meet schedules and deadlines
- Communicate with a wide variety of individuals using patience and courtesy in a manner that reflects positively on the District
- Actively participate in meeting District goals, objectives, and outcomes
- Apply integrity and trust in all situations

### **RESPONSIBILITY**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Bachelor's degree from an accredited college or university; coursework in mathematics, measurement, data analytics, research methods, statistical analysis or computer programming is highly desired. A Master's degree is preferred.

### **EXPERIENCE REQUIRED:**

At least three (3) years of experience in an educational or training environment involving extensive use of educational technology systems that make use of data and analytics to inform and improve instructions. Experience including the collection, manipulation and analysis of data is highly desired. One (1) or more years of working in a lead, supervisory or management capacity is preferred.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to meetings, training sessions, and conferences away from the office such as at school sites.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score.
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors in an office environment under minimal temperature variations and occasionally requires sitting for extended periods
- Lift, carry, push, pull and move equipment weighing up to 25 pounds
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Use hands and fingers to grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions and assisting staff at school sites.
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with blood-borne pathogens and communicable diseases