**Job Title**: Supervisor - MIS

**Summary**: The responsibility of the Supervisor - MIS is to oversee the MIS Department and to coordinate the design, utilization and maintenance of information systems for District operations pertaining to personnel, finance, and student records. Maintaining information access and data driven reporting for administration use for decision-making purposes are key strengths required of this position. The Supervisor - MIS is responsible for integrating school business operation objectives with administrative information systems while maintaining District 94’s information systems design, use and access.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Coordinate and implement all system upgrades and enhancements in accordance with District management directives.
* Coordinate system support/contract options for hardware and software maintenance.
* Coordinate, implement or reconfigure computer hardware in support of building renovation and/or staff re-location on an as required basis.
* Interface with vendors, coordinate delivery of and payment for computer supplies and district forms.
* Maintain backups and redundant access to overall file systems containing District finance data and student data.
* Document Unix system hardware and HP-UX operating system configuration for reference purposes.
* Document, coordinate, support and orchestrate all upgrades to and use of network applications (i.e. GradeQuick, Edline and DocSTAR). Provide training and support for the same.
* Process data, run statistics, and generate reports (i.e. student exam data, student performance data, core class data).
* Support site-wide use of survey research by inputting and providing statistical reports for surveys written and conducted by District staff.
* Prepare reports and complete file imports for required reports (i.e. vocational education, Illinois Student Information System, etc.).
* Support staff and student I.D. card system use by interfacing workstation database to main computer system database.
* Support Parent/Teacher Conference scheduling by way of application and hardware setup and back up.
* Support day to day production output, in conjunction with other MIS department employees, of standard financial system reporting (i.e. purchase orders, payroll checks, A/P checks, W2s and 1099 forms, staff mailing labels, and ad-hoc financial system reports and file extracts).
* Support site-wide use of all NCS scanners for faculty use in student test scoring and reporting.

**Supervisory Responsibilities**: MIS Database Administrator, MIS Assistant

**Education, Certification, and Experience**:

* High School Diploma or its equivalent
* Proficiency required in HP-UX and Windows O/S, MS Access, Excel, Word, SPSS, GradeQuick, Edline, DocSTAR, ISIS and Relativity software applications.
* Knowledge of DCR Finance software and Student Records System software required as well as Cobol report writer, FlexGen.

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | O | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | O | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | F |
| Crawl | O | Lift/Carry 10-25 lbs. | O | Push/Pull 10-25 lbs. | O | Squat | O | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | F |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 259 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Director of Business Services

**Classification**: \_\_\_ Administrative

 \_X\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act