DIRECTOR - INTEGRATED DATA SYSTEMS

BASIC FUNCTION:
Under the direction of the Administrator, Educational Leadership and Development, plan, organize, supervise and coordinate the daily activities and operations of the integration of cross-sector data systems to enhance systems’ effectiveness and efficiency of the Office of the Fresno County Superintendent of Schools (FCSS) programs and its partners; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
• Collaborate with administrators, legal counsel and stakeholders to develop and implement necessary data sharing agreement(s) to support the exchange of information between agencies; determine the role, level of access to data, purpose and format for each organization.
• Conceptualize the data system needs and requirements of partnering agencies; envision, plan, develop and communicate concepts to convey functional requirements.
• Develop a common understanding of critical data elements to assist the county office and partnering agencies in identifying areas for resource allocation, referral processes and to understand the effectiveness of the collaborative actions; lead and guide the development of cross-sector datasets to answer specific problem of practice/research questions; disseminate actionable data reports and ensure the usefulness of said data to stakeholder groups.
• Engage with a wide range of internal and external stakeholders to build a transparent culture that values linking and sharing data between early childhood and K-12 systems.
• Ensure the integrated data systems structure is in place to effectively manage, link, analyze and share pooled data to take action to support children's success.
• Establish data governance policies and standards for leaders, stakeholders, and families in the community; work with partners to increase the ability of the community to utilize data effectively; lead the development of strategic plans pertinent to data quality, integrity, security, and confidentiality by establishing goals and recommending policy related to data governance; plan and direct the development of documentation and training materials; lead internal and external training.
• Establish and maintain positive relations with collaborating agencies and stakeholder groups to support vision and enhance connectivity between entities.
• Oversee the development of high-level product specifications with attention to system integration and feasibility; communicate all concepts and guidelines to development team and stakeholders; provide technical guidance and coaching; coordinate project assignments and establish timelines; oversee progress of development team; ensure solutions are sustainable, secure, scalable and offer flexibility for future growth.
• Oversee budget development in assigned area; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
• Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools, districts and partner organizations throughout the county and state as assigned; collaborate with legal agencies to ensure program compliance as required.
• Plan, organize, control and direct the operations, activities within assigned division; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
• Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within assigned division.
• Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division. Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions
• Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
• Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
• Collaborate with assigned supervisor, directors, coordinators, and assistant administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
• Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
• Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
• Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
• Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
• Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
• Maintain a safe work environment.
• Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
• Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
• Serve as a technical resource concerning assigned program, function or instructional area.
• Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
• Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
• Drive a vehicle to conduct work, using own transportation.
• Perform related duties as assigned.
• Travel within Fresno County, statewide and/or nationwide.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Current academic requirements of early childhood, K-12 systems and state academic standards and assessments.
- Database structures, web-based applications and system capabilities of computer systems.
- Data analysis and/or reporting using data management and manipulation software systems such as Microsoft Excel, Access.
- Data visualization tools and applications.
- Effective strategies for establishing and maintaining positive relationships with outside agencies and stakeholder groups.
- Group facilitation and instructional techniques.
- Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
- Project management
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:
- Ability to clearly communicate technical information to a wide variety of audiences.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrate strong attention to detail and analytical skills.
- Facilitate and negotiate resolution of complex issues and varying interests.
- Lead and collaborate with outside agencies and stakeholders to ensure an integrated process.
- Manage large scale projects and prioritize work across agencies; manage multiple priorities and complex tasks
- Problem solve and present recommendations with clarity.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidently and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
- Bachelor’s degree.
- Master’s degree preferred
EXPERIENCE:
• Five years increasingly responsible experience working in field related to assigned program, function or instructional area.
• Experience with database management, visualization and technology tools such as Tableau, Statistical Package for Social Sciences (SPSS), R, Structured Query Language (SQL) coding and Extract, Transform, and Load (ETL) activities preferred.

LICENSURE AND OTHER REQUIREMENTS:
• Valid California Clear Teaching or Services Credential.
• Valid California Clear Administrative Services Credential preferred.
• Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
• Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:
• Drive a vehicle to conduct work, using own transportation.
• Office and/or school facility environment.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
• Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
• Sitting, standing and/or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: July 1, 2019