



Little Rock School District

JOB DESCRIPTION

Position Title: Director of Computer Information Services

Prepared Date: 01/20/2022

JOB GOAL:

To provide the Little Rock School District with viable, cost effective, Information Systems, Voice and Data Communications Systems, and to provide technical advice and support to the Little Rock School District concerning the effective use of modern Information Systems.

TERMS OF EMPLOYMENT:

Twelve (12) month contract (245 days), Pay 802 Grade 25, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Exempt**

QUALIFICATIONS:

1. Bachelor's degree (B.A.) from four-year college or university; in Computer Science, Business, or a related field; plus ten years' experience in Data Processing, four of which must have been in a supervisory or management position.
2. In depth knowledge, acquired through professional experience, of all phases of data processing.
3. In depth knowledge, of voice communications systems and facilities.
4. Evidence of successful experience with staff and administrators in decision making in a large organization.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Administers District's data processing and communications budget of \$1.8 million.
2. Plans, organizes, and controls the overall activities of electronic data processing, including systems analysis, programming, and computer operations activities as related to the District's business operations, research activities and public record keeping.
3. Provides consultant services to those departments which indicate a need, interest, or desire to develop data processing applications.
4. Conducts in-service programs to keep personnel informed as to applications and developments in the field of electronic data processing in education.



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5. Projects data processing resource requirements, including personnel, equipment and housing, with associated costs, and coordinates with the planning and budgeting cycles of the District.
6. Develops trains, supervises, and evaluates data processing staff.
7. Evaluates regularly the District's use of data processing, and recommends alterations and expansion as necessary.
8. Analyzes, investigates, and advises the administration regarding purchase or leasing of suitable equipment.
9. Maintains a cooperative relationship and open communication with those holding similar positions in other districts in the region and state, to investigate and implement feasible data processing programs on a multi-district basis.
10. Develops plans and budgets for the data processing activity.
11. Provides for all voice and data communications for the District. Evaluates existing systems for effectiveness, recommends additions and enhancements to the district wide voice and data communications networks.
12. Provides maintenance support for all communications equipment owned by the District and provides a single point of contact with local and long-distance telephone companies and telephone equipment vendors to insure a high level of availability of voice and data communications for the District.
13. Performs such other duties as may from time to time be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.