SPECIAL MEETING – MARCH 14, 2007
JOB DESCRIPTIONS

CHIEF ACADEMIC OFFICER / CHIEF OPERATING OFFICER

A)   General Manager – Enterprise Resource Planning
· Establish new job classification, General Manager – Enterprise Resource Planning, and assign to Salary Level 5 on the Staff Salary Schedule.
· **Coordinates ongoing upgrades, support, training, and maintenance after the successful implementation of the ERP system.**
· **Replaces ERP Consultants.**
· Fiscal impact: $196,630 (Two positions).

B)   Transition Chief Technology Officer - Interim
· Establish new job classification, Transition Chief Technology Officer - Interim, and assign to Salary Level 11 on the Staff Salary Schedule.
· **Project manager for alignment of technical processes and functions.**
· Fiscal impact: $25,500 **(Interim – March 15 to June 30 2007)**.

CHIEF ACADEMIC OFFICER

C)   Restructuring Administrator
· Establish new job classification, Restructuring Administrator, and assign to Salary Level 8 on the Staff Salary Schedule.
· **Performs critical needs assessment through frequent analysis of data pertaining to school culture and student performance.**
· Fiscal impact: $114,360.

IMPACT ON CHILDREN IN THE CLASSROOM

CHIEF ACADEMIC OFFICER/ CHIEF OPERATING OFFICER

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	General Manager – Enterprise Resource Planning	N	This position improves business processes allowing staff more time to devote directly to student centered activities.
B	Transition Chief Technology Officer – Interim	N	This position improves instructional and educational technology in the classroom, enhancing the teaching environment and increasing student engagement.
C	Restructuring Administrator	N	This position ensures the development and establishment of a safe and orderly learning environment, a strong home and school connection, and the promotion of life long learning principles.

*ACTION CODES:
J – Job Description Revision
N – New Job Description
R – Reclassification

TITLE*:* ***GENERAL MANAGER - ENTERPRISE RESOURCE PLANNING (ERP)***

QUALIFICATIONS:
1. Bachelor's degree in computer science, management information systems, or related field.
2. Seven (7) or more years of successful professional experience with a large or medium-sized entity in information technology, or related field.
3. Demonstrated knowledge of project management fundamentals.
4. Fundamental knowledge of transaction process redesign and enterprise business software functionality.
5. Ability to successfully supervise and train employees.
6. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing.
7. Demonstrated experience in working with a large, complex, automated system and with current software applications in a government/business setting.

PERFORMANCE RESPONSIBILITIES
Essential Functions:
1. Ongoing deployment and operation of the ERP system.
2. Project planning and change management activities with ERP system integrators.
3. Evaluates existing business processes and recommends improvements based on best practices and the unique requirements of the District.
4. Coordinates and offers remedial recommendations to senior management.
5. Coordinates ongoing upgrades, support, training, and maintenance after the successful implementation of the ERP system.
6. Manages project resources to ensure project goals are achieved on time and within budget.
7. Recommends policy and procedural changes to enhance efficiency throughout transaction processes.
8. Provides technical and functional support to District personnel.

Additional Job Functions:
1. Follows adopted policies, and procedures in accordance with the School Board priorities.
2. Conducts oneself in the best interests of students, in accordance with the highest traditions of public education and in the support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/07
Salary Level: 5
Salary Range: $76,500 – $110,517
Employee Unit: S
Responsible to: Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: *TRANSITION CHIEF TECHNOLOGY OFFICER - INTERIM*

QUALIFICATIONS:
1. Bachelor's degree in computer science, business administration, or related education field. (advanced degree preferred)
2. Demonstrated knowledge of information management fundamentals.
3. Five (5) years of successful experience in leading, supervising and managing the various functions of a large organization.
4. Successful experience in budgeting, planning and implementing multiple programs and/or projects simultaneously.
5. Demonstrated ability to work with diverse groups, and to effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES
Essential Functions:
1. Project manager for alignment of technical processes and functions.
2. Directs the development, maintenance, and integration of administrative and instructional technology within the District in accordance with established strategic plans and policy.
3. Provides overall leadership and supervision of the integrated information system.
4. Develops, implements, and evaluates the District's technology plan in collaboration with District administrators, principals, staff, and all departments with a technological function.
5. Identifies short and long-term District-wide information needs for systems development and hardware acquisition and integration.
6. Provides timely and accurate information to support decision-making at the school and District level.
7. Develops annual goals and budgets to ensure successful implementation of the information systems strategic long-range plan for both administrative and instructional programs and develops recommendations and modifications to the plan.
8. Prepares comprehensive, easily understood reports and makes effective presentations to the School Board and the public.
9. Supervises the selection, development and evaluation of Divisional personnel.
10. Keeps abreast of changes in technology through research, communicating with peers at national, state and local levels and participating in state and national boards.
11. Collaborates with the Superintendent, District and area staff and principals to identify existing needs and to provide integrated information systems for District uses.
12. Builds working relationships with key community leaders and organizations.

Additional Job Functions:
1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/07
Salary Level: 11
Salary Range: $102,000 – $142,413
Employee Unit: S
Responsible to: Chief Academic Officer and Chief Operating Officer

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: *RESTRUCTURING ADMINISTRATOR*

QUALIFICATIONS:
1. Master's degree with certification in Administration and Supervision, Educational Leadership or a related educational field.
2. Successful experience in the administration or supervision of academic programs.
3. Knowledge of academic standards, assessment, and alignment.
4. Knowledge of and ability to align curriculum to Sunshine State Standards.
5. Demonstrated knowledge of budgeting procedures and practices.
6. Demonstrated ability to successfully manage people and programs, motivate employees, and build and inspire effective work teams.
7. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing.
8. Critical thinking and analytical skills for in-depth data analyses, problem solving, and school improvement initiatives.

PERFORMANCE RESPONSIBILITIES:
Essential Function:
1. Performs critical needs assessment through frequent analysis of data pertaining to school culture and student performance.
2. Plans and develops action plans linked to data analysis for immediate school improvement initiatives.
3. Plans, develops and disseminates an effective communications program to all stakeholders, ensuring all remain abreast of progress on school projects and initiatives.
4. Ensures the development and implementation of school projects and initiatives in concert with established District vision, goals and objectives.
5. Identifies ineffective and inefficient processes and operations and eliminates accordingly or modifies such to bring about desired efficiencies and productivity.
6. Plans and develops data capture and analysis processes to further refine school data analysis initiatives; develops both measurement and reporting tools accordingly.
7. Initiates cultural change, including strengthening those cultural aspects that are positive and eliminating or modifying those aspects with ineffective or negative perceptions.
8. Ensures development and establishment of a safe and orderly work environment, a strong home and school connection, and the promotion of life long learning principles.
9. Establishes an environment with a strong teamwork orientation with guiding principles of strong leadership, high student learning expectations, and responsiveness to student needs.
10. Maintains current knowledge of trends and developments in the field of educational research for applications to functions under charge.

Additional Job Functions:
1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/07
Salary Level: 8
Salary Range: $89,760 - $113,493
Employee Unit: S
Responsible to: Chief Academic Officer

Capable of occasionally lifting/carrying 20 lbs.; some physical activity required.