

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

JOB TITLE: Supervisor of Data Processing

REPORTS TO: Director of Information Technology

JOB SUMMARY: Plans, directs, and coordinates overall activities of the Data Processing Department, including systems development and/or analysis, programming, system backup and recovery, and document production related to core, special, and supplemental student and financial systems.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Plans, directs, and coordinates overall activities of the Data Processing Department, including systems development and/or analysis, programming, system backup and recovery, and document production related to core, special, and supplemental student and financial systems.
2. Assists in planning and developing district web site and school web sites.
3. Interfaces with software vendors supplying hardware and software for systems supported by the Data Processing Department.
4. Meets with administrators, teachers, support staff, and any other end-users to discuss needs, problems and/or concerns regarding systems supported by the Data Processing Department.
5. Plans, coordinates, and provides inservice training for end-users of systems supported by the Data Processing Department.
6. Develops and maintains Data Processing Department budget.
7. Performs other duties as assigned by Director of Information Technology.

QUALIFICATIONS: Five or more years work experience with relational database systems or computer programming; experience with using SQL statements for data manipulation and extraction; experience in web site development, both static and dynamic sites; knowledge of various computer technology hardware and software; three or more years of managerial experience; experience with an educational institution or related experience; four-year degree in information systems, computer programming or related field.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month position; Cabinet Code – T.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

7/26/06-bac