



# Director II, Student Information Systems (SIS)

## Position Details

Job Code: U7101

Reference Code: A475

Division: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

---

## Position Summary

This position provides technical solutions and software tools for effective business processes, workflows, and sound budgeting. Through effective communication, this position makes critical technical decisions, provides recommendations, and implements technical solutions to solve complicated and challenging business problems. This position reviews state legislation to ensure the Clark County School District (CCSD) is in compliance with applicable state and federal laws and implements solutions to meet requirements set by the Department of Education (DOE). This position supervises external contractors and departmental staff to assure their work meets business needs and expectations within the available budget. This position is responsible to the Director IV, Student Information Systems, Technology and Information System Services (TISS) Division, Operational Services Unit (OSU).

---

## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops technical solutions and software tools critical to an enterprise-level Student Information System (SIS) such as school choice, scheduling, and course management among other operations.
  2. Plans, designs, and modifies software tools to reflect legislation, regulation and compliance with state and federal laws.
  3. Coordinates, collects, and verifies cross-functional business process and data requirements to implement technical solutions.
  4. Supports strategic budget planning for contractor and vendor management.
  5. Plans, schedules, supervises, and reviews the work of application programming staff and activities related to student information systems and other applications.
  6. Follows legislation and maintains relationships to ensure CCSD meets legal requirements such as compliance with Family Educational Rights and Privacy Act (FERPA).
  7. Modifies software and tools to meet ever changing requirements and provides training to employees when tools change.
  8. Provides support and customer service to administrators and staff.
  9. Resolves and assists with resolving complex technical Service Desk Manager Requests.
  10. Plans, assigns, and schedules tasks to supervised staff and review work performed by staff.
  11. Assists and facilitates teamwork.
  12. Trains staff in program applications with standardized procedures, framework, and development tools; trains end users to use the developed applications.
  13. Periodically directs and works with vendor server and database administrators for server and database maintenance, configuration updates, security patches, migrations, and resolving technical issues.
  14. Researches and studies available technologies which can be used to develop system applications in secure and more effective ways.
  15. Performs other duties related to the position, as assigned.
- 

## **Position Expectations**

1. Knowledge of managing large software development projects and managing several large projects simultaneously.
2. Knowledge of how software is developed and tested.
3. Knowledge of how software is placed into production and monitored.
4. Substantial knowledge with student information systems, relational database management systems, and/or web-based applications.
5. Ability to manage many demanding, high-priority tasks simultaneously.
6. Ability to manage large technical projects from planning through implementation

and operation.

7. Ability to communicate current and future software needs of CCSD.
  8. Ability to communicate complex technical issues in less technical terms so that those impacted by the issues can understand them.
  9. Ability to create and modify reports using tools like SQL Server Reporting Services (SSRS), extracting and analyzing data to meet reporting requirements for various stakeholders (e.g., state education departments, CCSD administration).
  10. Ensuring the accuracy, consistency, and security of student data, adhering to privacy regulations like FERPA, and implementing data backup and recovery procedures.
  11. Analyzing and optimizing SQL queries and database performance to ensure efficient data retrieval and application responsiveness.
  12. Working with other applications and systems that integrate with Infinite Campus, ensuring seamless data flow and functionality.
- 

## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university in Computer Science (CS); or,

An earned bachelor's degree from an accredited college or university in CS; plus, two (2) additional years of experience beyond the minimum requirements below can be substituted for the masters' degree; or,

Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

Applicant/employee must be able to provide their own transportation.

### **Experience**

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years of experience in application development and management of enterprise-wide systems including at least three (3) years of successful supervisory experience in a technology-related position.
3. Demonstrated technical and organizational skills to solve complex technical

problems.

## **Preferred Qualifications**

None specified.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

---

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Created: 08/06/25