

## CAPITAL CITY PUBLIC CHARTER SCHOOL

### Job Description:

#### **School Information Systems, Bilingual Manager**

This position reports to the School Information Systems (SIS), Director. This leader will work closely with the SIS Department, Chief Operating Officer, and the Principals to help ensure school information systems effectively support the instructional and operational programs at Capital City. The Manager of Student Information Services (SIS) works closely with and provides support and coverage for the SIS Director, Compliance Manager, Registrar, and a SIS Associate. This position provides an outstanding opportunity for a leader committed to education reform, to help an innovative and mission-driven organization, realize ambitious goals following a recent period of growth and expansion.

This is a 12-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

The Manager of SIS has responsibilities in the following key areas:

#### **Systems Development and Management**

- Support the School Information Systems Department to ensure accuracy and quality of school data
- Serve as the primary point of contact for school-level instructional teams regarding SIS operations, and manage communication between the Central Office and instructional teams for Summer programs
- Serve as the second point of contact for outside vendors that provide SIS services; manage vendor contracts
- Work closely with Director of SIS and SIS team to support October enrollment audit
- Monitor and help improve collection, access, analysis, and use of data throughout the school
- Monitor and help prioritize information regarding school-wide priorities; develop project plans; identify resources and monitor project implementation and student information practices school-wide
- Recommend, implement, and support SIS enhancements related to vendors and internal processes
- Engage staff across the school to work collaboratively in teams to build processes that ensure student information systems operate smoothly.

#### **Data Management**

- Help manage and execute data integration between systems
  - Serve as the primary data management liaison and technical support for the CCPCS

Food Services program

- Serve as the primary data management liaison and technical support for the Athletics program at CCPCS
- Support the collection of accurate information, and the updating all SIS systems, including data migrations and manual data entry as needed (ex: student schedules, demographic information, etc.) for each system
- Support Central Office and Instructional staff in accessing SIS data
- As part of the SIS Department, ensure SIS data is accurate and up-to-date; perform regularly scheduled data checks and identify data errors; correct data errors or manage a process for data corrections with direct reports

### **Training and Technical Support**

- Attend SIS-related trainings and workshops; stay current with field knowledge and continue to increase knowledge and expertise
- Support and plan with SIS Department, Principals, and Instructional Coaches to implement professional development on SIS procedures and tools for administrative and instructional staff, including training for teachers related to standards-based grading procedures, attendance keeping, behavior documentation, etc.
- Provide follow-up training and development as needed, including scheduled open office hours for instructional leaders
- Serve as the primary liaison for Spanish-speaking constituencies
- Respond in a timely way to both academic and non-academic data requests, including reports, presentations and memos, from internal and external constituents requiring documentation or support in Spanish

### **Candidate Requirements:**

- Bachelor's Degree required (graduate work preferred) in a data/information systems-related field
- Highly proficient bilingual (Spanish and English) conversationally and in written format

**Compensation and Benefits:** Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package

**To Apply:** Email your resume and letter of interest to William Hawk, Director of School Information Systems, at [capitalcityjobs@ccpcs.org](mailto:capitalcityjobs@ccpcs.org). Please include the position title "SIS Bilingual Manager" in the subject line of your email. Visit our website at [www.ccpcs.org](http://www.ccpcs.org) for additional information about our organization.

**About Our School:** Capital City was founded in 2000 and now serves 993 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model ([www.elschools.org](http://www.elschools.org)). Through this model teachers craft expeditions that incorporate projects,

research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

*Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.*

*\*This position requires the successful candidate to be fully bilingual (Spanish and English) and to be able to write fluently in both languages at a professional level.*