Job Title: Director of Data and Administrative Systems **Exemption Status: Exempt**

Reports to: Executive Director of Technology **Date Revised:** November 2026

Dept. /School: Data and Administrative Systems **Pay Grade:** 210

Primary Purpose:
Lead the district's student information systems, enterprise content management (ECM) system, PEIMS and state reporting, and student data administration. Ensure the accurate, secure, and timely submission of student data to the Texas Education Agency (TEA) in compliance with state and federal requirements. Oversee the management of student records and documents, including digital capture, electronic forms, workflows, and records retention. Lead the transition from Skyward SMS 2.0 to a new Student Information System, including planning, data migration, testing, and training, while maintaining compliance and daily operations. Collaborate with campus and district staff to strengthen data quality.

Qualifications:

Education/Certification:

- Bachelor's degree in Education or an Education-related field I with a minimum of five (5) years of experience
- Master's degree in Educational Administration, Information Technology, or related disciplines preferred
- Counselor or Administrative Certification preferred
- Certified in Information Technology Infrastructure Library (ITIL) Foundations, Project Management Professional (PMP), and ITIL Practitioner preferred
- Certified Educational Technology Leader (CETL), preferred
- Registered Texas School Business Official (RTSBO) or Administrator (RTSBA), preferred

Experience:

- Minimum of five (5) years of experience in K-12 information systems with a Bachelor's degree
- Minimum of five (5) years of leadership, project management, team supervision
- Experience with Skyward SMS 2.0, Skyward Qmlativ, or another enterprise K-12 student information system, preferred
- Experience leading a student information system replacement or major migration in a large Texas school district, preferred

Special Knowledge/Skills:

- Strong knowledge of Texas education data reporting, including PEIMS, TSDS, TEDS, TEA Student Accounting, and state reporting certification
- Working knowledge of data integrations, reporting databases, SQL, data mapping, and data-quality tools
- Strong project management, analytical, and problem-solving skills, with the ability to lead complex initiatives under fixed compliance deadlines
- Knowledge of enterprise content management software, Laserfiche

- Excellent communication skills and sound judgment in handling confidential student information
- Ability to communicate, work effectively and collaboratively in a team environment and with employees at all levels/areas of the school district
- Promote and follow Board of Education, Superintendent Policies, and School and Department processes
- Ability to develop customized documentation for the student information systems using Microsoft Office and/or Google applications for online distribution
- Ability to organize and distribute documentation for the student information system using available online systems and tools (Google, etc.)
- Working knowledge of database query logic and reporting tools (SQL, etc.)

Major Responsibilities and Duties:

1. Lead districtwide PEIMS data collection, validation, reconciliation, certification, and submission through TSDS in accordance with TEA requirements and deadlines.
2. Monitor changes in state reporting requirements, assess, and implement into district systems and processes.
3. Direct student information system administration and configuration, and establish standards for enrollment, attendance, scheduling, grading, discipline, and other student data processes.
4. Oversee system access, permissions, and change control, partnering with Technology on student data security and privacy.
5. Lead the transition from Skyward SMS 2.0 to new Student Information System (Skyward Qmlativ) or another SIS system, including requirements gathering, data conversion, integrations, testing, cutover, and post-launch stabilization, while maintaining reporting continuity.
6. Direct districtwide data governance standards, data ownership, and quality controls, and develop dashboards and exception reports to support decision-making.
7. Manage assigned budgets, procurement, and vendor contracts, including RFP requirements and monitoring of deliverables and service levels.
8. Lead change management, communication, and role-based training for campuses and central departments and provide executive briefings on compliance and modernization progress.
9. Perform all other duties as assigned.

Supervisory Responsibilities:

Lead, develop, and evaluate assigned staff; establish performance expectations and service standards; define roles for district and campus personnel involved in student data entry and validation; and build effective partnerships with campus leaders and district departments while fostering accountability and continuous improvement. Actively maintain a culture of shared leadership with other TIS Directors; foster a culture of accountability so that all TIS staff know what they need to achieve to be successful. Provide appropriate autonomy to teach technical experts, while holding them accountable for overall success of their subsystems and projects; help to create a growth path for all staff through such efforts as peer-to-peer mentoring and cross-training, while also incentivizing staff to engage in vendor/industry seminars and accredited continuing education programs.

Mental Demands/Physical Demands/Environmental Factors
Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals; standard instructional equipment
Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping
Motion: Moderate walking
Lifting: Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____