SAN FRANCISCO UNIFIED SCHOOL DISTRICT
PROGRAM ADMINISTRATOR

For the Genesis Student Information System Deployment

Definition: The Genesis Student Information System project Program Administrator position is part of the Information Technology Department, and will work under the supervision of a Project Manager or the Chief Information Officer. This position will work closely with the Information Technology Department project team and may directly supervise a small (no more than 3) certificated support staff within the project.

The Program Administrator will join the implementation team for Edupoint’s Genesis Student Information System. The goal of this project is to deploy Genesis for use by San Francisco Unified School District and San Francisco County Office of Education replacing the District’s current system. The Program Administrator will ensure that Genesis is deployed to align to and support the District’s strategic goals of access and equity, achievement and accountability.

Examples of Important and Essential Duties:

1. Evaluate the District’s current procedures for enrollment, attendance, educational program creation and tracking, curriculum development, discipline and counseling, transcripts, and related student information. Recommend and implement procedures, administrative monitoring practices and controls, as appropriate, to ensure the smooth and effective operation of Genesis, the new student information system.

2. Evaluate the functions of Genesis student information system and determine how the District will employ them, developing policies and procedures as necessary. Under the supervision of the project manager, coordinate with District leadership and site administrators and staff to implement new policies and procedures, designing and delivering professional development as required.

3. Work with the project manager and team to develop the project plan for the configuration and deployment of Genesis to school sites, and all relevant District Departments (e.g., Student Support Services, Educational Placement Center, Research, Planning and Assessment, and Academics and Professional Development).

4. Participate on the Genesis student information system Deployment Project Steering Committee to develop policy for the use of the Genesis student information system within the District.

5. Establish active, cooperative relationships with District staff, administrators, representatives of other agencies, parents and members of the school community; solicit District and community support for the Genesis student information system goals and objectives.

6. Under the direction of the project manager, assist the Project Team in the development of, and lead professional growth activities for site and central office staff and administrators for new and modified procedures, and educate users on the proper use of the new student information system.
7. Under the direction of the project manager, assist the project team performing system testing to ensure that Genesis student information system is properly configured, and ready for deployment.
8. Other project duties, as required.

Competencies (Job Related and essential Knowledge, Abilities and Skills):

Knowledge of: Techniques and strategies for successful management and supervision; performance management strategies related to certificated and classified staff; standards-based instructional models; federal state and local legislation related to school administration, including the California Education Code, Health and Welfare Code, Code of Regulations, and San Francisco Board of Education policies and administrative regulations; principles and practices of public school administration, including budget development and maintenance; current applications and use of technology to enhance instructional programs and support administrative activities; and site-based governance.

The individual should have a broad knowledge of human behavior and the ability to implement strategies to facilitate a cooperative collaborative working environment in a diverse workplace.

Ability to: Under the direction of the project manager, plan, implement and monitor a comprehensive program which addresses the needs of a diverse student population and meets the District’s goals; select and manage certificated and classified staff with skills and abilities that match program needs and enhance program effectiveness; develop and implement staff performance standards and regulate and evaluate performance; mentor and motivate staff by facilitating innovation; support efforts to promote new ideas and assisting staff acquire needed skills and materials; design and implement staff development activities through collaboration with administrators and teachers; establish and maintain cooperative relationships and outreach programs for parents and the community to support District goals and program objectives; and align budgetary, human and material resources with program goals.

Experience and Training Guidelines: Possession of a valid California Administrative Services Credential and either a California Teaching Credential or pupil, personnel services credential, as required by California Education Code, Section 44860. Familiarity with the use of the internet and computer applications that record and track student information is preferred. Experience creating master schedules desired.

Desirable qualifications:

1. Administrative experience in an academic setting, preferably in a large school district.
2. Experience with San Francisco Unified School District data systems.
3. Experience with student counseling, development of master schedules at various levels, and transition plans from elementary to middle school, middle to high school, and high school to post secondary programs.

Effective date: March 2011