Director of Integrated Education Operations

Position Overview:
Under the general supervision of Pupil Personnel Services, the **Director of Integrated Education Operations** for the City School District of Albany, is responsible for overseeing and managing all aspects of district central registration, enrollment processes, data management, migration to digital student permanent records, and homeschool programming and implementation. This role is critical in ensuring the efficient and effective functioning of these processes, data integrity, and the implementation of technology solutions to enhance overall sourcing and cataloging of student information.

Typical Work Responsibilities and Activities: (illustrative only)
1. **Central Registration and Enrollment Management:**
   - Supervision of Central Registration office staff.
   - Maintain responsive, efficient and user-friendly registration and change management procedures for families across the district.
   - Coordinate with individual schools and stakeholders to streamline enrollment processes and ensure compliance with district policies and state regulations.
   - Oversee the collection, verification, and maintenance of accurate student demographic and enrollment data.
2. **Data Management and Warehousing:**
   - Oversee the management and warehousing of student-related data, ensuring its accuracy, security, and compliance with relevant data protection laws and policies.
   - Implement data quality control measures to ensure data accuracy and consistency across the student information system and integrated platforms.
   - Collaborate with other district departments to ensure quality and integrity of data from various sources to provide a comprehensive view of student information.
   - Serve as Records Management Officer (RMO)
3. **Migration to Digital Student Permanent Records:**
   - Lead the effort to digitize and migrate student permanent records from physical documents to a secure and accessible digital format.
   - Implement appropriate data retention and archival policies to ensure the preservation of student records in compliance with legal and regulatory requirements.
4. **Homeschool Programming and Implementation:**
   - Develop and oversee homeschool programming initiatives to support students who are homeschooled or engaged in distance learning.
   - Collaborate with teachers, parents, and other stakeholders to ensure home-schooled students receive appropriate educational resources and support.
5. **Technology Integration and Innovation:**
   - Stay abreast of emerging technologies and trends in student information systems and educational data management.
   - Work closely with the IT department to ensure the smooth integration of technology solutions into existing systems.

6. **Policy and Compliance:**

- Ensure compliance with all relevant federal, state, and local regulations related to student data management and privacy.
- Develop and update policies and procedures to safeguard student data and ensure compliance with industry best practices.

7. **Stakeholder Communication:**
   - Collaborate with district administrators, school principals, teachers, and parents to address inquiries, concerns, and provide updates on student data and registration-related matters.

8. **Performs related work as required.**

Personal Characteristics and Skills
- Thorough knowledge of computer applications and software;
- Good knowledge of personal computers and office equipment;
- Good knowledge of administrative procedures and policies in an office setting;
- Ability to interact effectively with diverse demographics and multi-ethnic backgrounds;
- Ability to supervise the work of others;
- Ability to document work and follow-through on commitments;
- Ability to communicate effectively with others;
- Ability to work in diverse settings;
- Ability to understand and follow detailed oral and written instructions;
- Ability to maintain confidentiality;
- Proven experience in educational data management, student information systems, and enrollment processes in a PK-12 public school district.
- Familiarity with relevant data protection and privacy regulations (e.g., FERPA) and experience in ensuring compliance.
- Strong leadership, communication, and interpersonal skills to collaborate effectively with diverse stakeholders.
- Experience in implementing and managing technology solutions for data management and information systems.
- Knowledge of education technology trends and the ability to leverage technology to improve processes and services.
- Good judgment;
- Courteous;
- Tact;
- Diplomacy;
- Reliability;
- Accuracy;
- Physical condition commensurate with the demands of the position.

Qualifications:
- Bachelor's degree in Information Technology, Computer Science, Education, or related field.

SPECIAL NOTE:
- A valid Notary Public Certificate is required within 6 months of the date of hire and for the duration of employment.
- Position may require evening hours as needed.