



T U L S A

PUBLIC SCHOOLS

Job Title: Director of Applications Development

Department: Information Technology
Reports to: Executive Director of Information Technology Department
Compensation: BG-12
Number of days: 12 Months
Security Access: Mason Building
Current Date: June 14, 2016
Overtime Status: Exempt

Job Objectives: To plan, direct, evaluate, and implement application systems and services related to K-12 school districts, such as student systems, human capital, and financial systems, as well as other K-12 educational applications.

Develop and maintain application strategy that is aligned with the overall district technology strategy. Direct and manage all application support teams, services and related vendors. Ensure district's application systems, such as student and instructional systems, financial systems, human capital systems are up to date, high-performing and have aligned roadmaps.

Minimum Qualifications:

- 7 years' work experience in information technology, including one or more years of supervisory work experience.
- High School diploma or GED equivalent minimum, bachelor's degree in information technology, computer science, computer information systems, management information systems, or related field preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the planning, budgeting, and operations of the Applications Development department.
- Coordinates project initiation, prioritization, and information technology resource allocation for application systems and services.
- Provides technical leadership for administrative systems, ensuring applications services have up to date and aligned service roadmaps.
- Serves as a technical resource to departments regarding information technology needs.

- Advises and consults with other departments on production software issues, concerns, problems and questions.
- Provides oversight and serves as an interface to executive management for large, district-wide administrative system upgrades.
- Evaluates programming techniques and training needs then selects and implements relevant tools and training for district as required.
- Recommends selection of, trains or directs training of, supervisors and other professional staff.
- Evaluates performance of direct reports in the Application Department.

Skills and Abilities Required: The following characteristics, knowledge and skills are important for the successful performance of assigned duties.

- Current principles and practices of information technology and applications development and integration in an education environment.
- Computer languages, technologies, and protocols.
- Strategic planning, budgeting, and operations within an information technology department.
- Project initiation, prioritization, and information technology allocation processes.
- Management and implementation of organization-wide administrative software projects.
- Systems analysis, database design, and program design.
- Programming techniques and associated training needs identification and implementation
- Supervisory principles, practices, and methods.
- Strong problem-solving and analytical skills for troubleshooting technology issues.
- Ability to communicate effectively, calmly, and patiently with both technical and non-technical audiences.
- Ability to work tactfully and effectively with customers, management, employees, and vendors.
- Ability to quickly respond to events in a fast-paced environment and manage problem escalation when required.

Physical Requirements (If Applicable)

- Lifting – May exceed 10 lbs
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling

Working Conditions: Performs work in an office environment in which there is minimal exposure to unpleasant and/or hazardous working conditions during normal business hours.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.