



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Director, Application Development
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Information Technology Officer

**Position Summary:**

The Applications Development Director is directly responsible to the Information Technology Officer for the management and administration of the business and student software applications in the District.

**Essential Functions:**

- Assist in the development and implementation of comprehensive plans to improve the District's administrative software applications
- Manage and oversee upgrade of current software applications from client server to web-based environment
- Assist in the development of system specifications for District's information system
- Evaluate and implement requested modifications to the District's information systems
- Manage core team to implement software solutions in alignment with district's strategic and technology plans
- Assist in the development and implementation of a data warehouse solution for SLPS
- Work in collaboration with software vendors and functional offices to address District's information needs
- Assist in development and implementation of a data dashboard
- Develop plan for database synchronization and integration across all software applications
- Manage software configurations for administrative software
- Assist in the development and documentation of policies and procedures that govern use of district administrative software applications to ensure accurate data
- Assist the development and implement of disaster recovery plans
- Perform a leadership role in development of automated solutions for manual processes
- Assist in the development of training strategies and training plans
- Collaborate and coordinate with the Department of Elementary and Secondary Education regarding state reporting requirements
- Evaluate and implement end user reporting tools
- Conduct site visits and organize user groups for the District's information systems
- Develop partnerships and collaborations with other school districts and professional groups
- Complete other duties as assigned
- Become a technology advocate for SLPS

**Knowledge, Skills, and Abilities:**

- Good written and verbal communication skills
- Good organizational and project management skills
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively lead, work and interact with others
- Ability to organize and implement events and training opportunities
- Effective verbal, listening and written communication skills



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- Effective one-on-one and group presentation skills

**Experience:**

- Ten years of experience in the management of information systems (required)
- Prior experience in supervisory or administrative capacity

**Education:**

- Bachelor's Degree in Business Administration with emphasis on computer information systems (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

Employee	Date	Immediate Supervisor	Date
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Human Resources	Date
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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***