JOB DESCRIPTION: Assistant Director, Student Applications & Development

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<th>Job Code: 0316</th>
<th>Department: Technology</th>
<th>Location: 708</th>
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<td>Approved By:</td>
<td>Chief Information Officer</td>
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<td>FLSA Status: Exempt</td>
<td>Last Revised: November 2010</td>
<td>Version: Final</td>
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Summary: In support of the Director of Student Applications and Development, this position will be responsible for the development, implementation and approval of business and systems analysis; application development; quality assurance and testing policies, standards, procedures and methodologies as related to a school system education life cycle. Reviews, approves and coordinates systems development life cycle project requests and related departmental activities to ensure projects are aligned with the company standards and IT strategy. Directs activities and staff responsible for one or more components of the systems development life cycle.

Essential Duties: (These duties represent a sample and may vary by position.)

- Directs activities and staff with the daily development of Microsoft codes for data extracts and data warehouse.
- Reviews, approves and coordinates systems development life cycle project requests.
- Manages daily support of Student Applications such as NC Wise, TAM and PAM.
- Attends meetings with DPI, CMS associates and outside vendors.
- Schedules maintenance and downtime for support environments in both Oracle and SQL.
- Prepares correspondences, documents and other records that comply with best practice methodologies.
- Assists with staff interview, when applicable.
- Reviews and evaluates work of subordinate staff and prepares performance reports.
- Performs related duties as assigned.

Education and Experience:

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<th>Minimum</th>
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<td>- High school diploma or G.E.D.</td>
<td>- Associate Degree</td>
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<td>- 5 -7 Year(s) of Experience in systems development.</td>
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Licensing / Certification Requirements: N/A

Knowledge / Skills / Abilities:
Knowledge of school system education life cycles and complex technical project management; principles of computer operating systems, utilities, code and promotion environments; and advanced principles and techniques of complex development code and related technical tools such as SSRS, SSAS, SharePoint, and PPS. Ability to organize, policies and operating procedures for the department. Ability to supervise, train and evaluate staff performance.

Physical Requirements:
Generally, work is done in an office environment with pleasant working conditions. There is good lighting and ventilation, it is reasonably quiet, and the work hours are reasonably regular.

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