

Employment Opportunity

The Management Council of the Ohio Education Computer Network

Seeks: Student Information System Project Manager

Effective: February 7, 2023

Application Deadline: March 3 , 2023 at 5:00 pm

The Management Council of the Ohio Education Computer Network seeks an innovative and enthusiastic individual to lead our Student Information System (SIS) project. The project manager works with development team members on the application supporting Ohio schools' state and federal reporting requirements.

Responsibilities Include:

- Learn and understand the SIS product for both state reporting and general feature functionality.
- Work collaboratively with product development teams to estimate, groom and plan for system enhancements.
- Conduct customer validation sessions to ensure prioritized features meet customer needs.
- Review MS SQL scripts and views.
- Provide support, decision-making, and validation during design and development.
- Review spikes for defects and enhancements and provide to stories for development.
- Train and support internal stakeholders on existing, under development, and new features/functions.
- Review and track state EMIS and Federal reporting requirements and ensure ability to comply.
- Provide assistance to the Frontline support team to troubleshoot issues when needed.
- Present at state conferences and user group presentations for ITC and District staff on all SIS software changes.

Qualifications: This position requires a minimum of five years professional work experience using the SIS application. The ideal candidate possesses strong analytical and critical thinking skills; problem solving and decision making abilities; attention to detail; effective communication skills; organization and time management skills. This position requires the ability to drive and travel as needed throughout Ohio.

This full-time position includes an excellent benefits package along with a salary commensurate with education, experience, and the successful candidate's potential for excellence. The anticipated salary range is \$78,000 to \$96,000 per year.

The position description is below and is available on <https://www.managementcouncil.org/who-we-are/careers/> while this opportunity is open. Interested professionals should submit a cover letter and current resume by 4:00 pm on March 3, 2023 to: Greg Buddelmeyer (HR@managementcouncil.org).

The Management Council reserves the right to not fill or to repost the position if a successful candidate is not found. Every consideration will be given to underrepresented and nontraditional candidates. The Management Council does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information or any other legally protected category in its employment decisions.

About the Management Council and the Ohio Education Computer Network

Ohio's Information Technology Centers (ITCs) work together through a statewide network known as the Ohio Education Computer Network (OECN). The Management Council represents and supports the collaborative efforts of the OECN, which implements a broad spectrum of academic and administrative technologies across Ohio's PreK-12 education system. While the ITCs and the Management Council are the key components of the OECN, other organizations collaborate in the OECN, including the Ohio Department of Education and OARnet. Ohio district and school customers are the primary beneficiaries of the system of services and support from organizations of the OECN.



Job Description
Project Manager
Management Council of Ohio Education Computer Network

Reports to: Director and/or Program Manager

Overview: Plans, manages, coordinates, and leads assigned projects and assists with related projects.

Specific Duties:

1. Provides direct supervision and leadership in the planning, design, implementation and maintenance of assigned projects
2. Collaborates with project support teams to determine training, documentation, and support requirements.
3. Collaborates with the department director in determining project requirements, including gathering feedback, and assuring project requirements are met.
4. Assists relevant teams in planning, design, testing, marketing, support and deployment of projects
5. Participates in project planning and management for assigned and related projects.
6. Serves as an information resource as needed.
7. Assumes coordination of project(s) as assigned.
8. Keeps current with technology, workplace innovation and obtains relevant training that support job functions.
9. Performs such other relevant duties as may be assigned by the Director and/or Program Manager.

Core Principles

1. Performs as a reliable and effective member of the Management Council Team.
2. Conducts all work in a professional manner through excellent interpersonal skills, effective communication, courteous manners, a positive attitude, and cooperative demeanor.
3. Participates in on-going professional development as stipulated by the Management Council.
4. Remains free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment with the Management Council.
5. Demonstrates professional ethical behavior and serve as an appropriate representative of the Management Council.
6. Adheres to all the rules and regulations of the Management Council and the State of Ohio.
7. Handles sensitive information with integrity and confidentiality.

Typical Performance Measures:

1. Performance of job duties in a consistently high manner.
2. Effectively leads project teams and delivers project results in specified timelines.
3. Actively leads and participates in team meetings, professional development, and other collaborative activities.

4. Demonstrates willingness to provide skills, expertise, and experience in support of team members and Management Council staff.
5. Volunteers to lead or serve on projects of the Management Council or ITCs.
6. Displays a positive attitude and is considerate and professional in sharing ideas and discussing ideas proposed by others.
7. Meets or exceeds any standard benchmarks available for evaluation of performance.

Qualifications:

1. Minimum of an associate degree, with a bachelor's degree preferred in a technology related field or equivalent experience.
2. Extensive experience and knowledge of skills required of project employees.
3. Experience managing staff is desirable.
4. Extensive knowledge and experience in project management.
5. Experience within the Ohio Education Computer Network.
6. A working knowledge of Ohio school district and Ohio Department of Education practices.
7. Ability to occasionally drive and travel throughout Ohio as needed.

Position Status:

1. This has been determined to be an exempt position under the Fair Labor Standards Act.
2. This is a 12-month position and is evaluated annually.