

## Nyssa School District Job Description

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**Job Title:** Supervisor of Technology

**Reports To:** Superintendent

**FLSA Status:** Confidential/Exempt

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### JOB SUMMARY

Supervisor of Technology to provide leadership and assume management responsibility for the direction, coordination, integration and implementation of technology across all school district buildings and departments.

The Supervisor of Technology will be responsible for planning, purchasing, installing and maintaining physical technology systems of the District enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements.

This position has responsibilities that range from strategic and long range planning and implementation of systemwide technology solutions, to providing one on one, and group training and support. Experience working in the education field is important for understanding how technology supports educational outcomes, where technology funding sources can be accessed, and that a culture of collaboration and creativity can support success.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District, state, local and federal laws, rules, regulations, policy(ies), and procedures.
2. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.
3. Maintains complete confidentiality.
4. Communicates technology related activities in a timely manner to all stakeholders.
5. Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
6. Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose

of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.

7. Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surplus consistent with local, district and state regulations
8. Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
9. Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
10. Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district
11. Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
12. Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.
13. Tests technology applications, tools and programs for the purpose of assessing proposed products, programs or tools to provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions and to assist others with these functions.

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## **QUALIFICATIONS**

- Associate degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), preferred.
- Minimum 5 years experience in the development, installation and maintenance of information systems.
- Strong understanding and experience setting up, configuring, and managing network components. Not limited to managed switches, manage of multiple vlans on the network, manage an enterprise wireless network with multiple AP's, manage network operating systems.
- Setup and operational knowledge of Windows 10, Cisco Switches, and Mac OS X experience/knowledge advantageous.
- Excellent troubleshooting skills, ability to narrow down the cause of an issue and determine a solution.

- Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used in educational organizations.
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.
- Knowledge of student data systems, a plus.
- Basic understanding of HTML and website development and maintenance required within a Google for Education Domain.
- Proven ability to negotiate and work with vendors and consultants.
- Proven ability to work effectively with parent, community and staff on various organization wide, and Technology Advisory Committees.
- Experience supervising staff.

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### PHYSICAL AND ENVIRONMENTAL CONDITIONS

Occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; work oncall and after hours.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

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Supervisor of Technology