TECHNOLOGY SUPERVISOR

JOB SUMMARY

Under the direction of the Director of Technology, the Technology Supervisor plans, designs, installs, supervises and maintains the District's technology services (WAN, LAN, Internet, Intranet, student and staff data management, distance learning, wireless security, backup systems, as well as general hardware and software); plans and installs network cabling; analyzes local area and wide area network traffic; provides network user support and assistance.

REPRESENTATIVE DUTIES

Supervise, train, and evaluate the performance of assigned staff with input from the Director of Technology and site administrators; participate in interviewing, selecting, assigning, and orienting personnel; make recommendations related to staffing according to established procedures; evaluate work assignments and modify as necessary.

ESSENTIAL FUNCTIONS

- Oversees the day-to-day management of the District's technology services to maintain the integrity and operational capability of District systems.
- Plans and budgets projects in collaboration with the Director to achieve department and district goals.
- Supervises the activities of department staff relative to network issues, standards, and protocols.
- Oversees the diagnosis, repair and testing of technology services equipment/software
- Analyzes network functioning for the purpose of identifying traffic congestion and/or defective equipment and then taking corrective action.
- Recommends the design and configuration of district technology services to meet current and future District technology needs.
- Plans, supervises and monitors technology services systems, department policies and procedures.
- Develops and provides training programs for department staff
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information relating to professional requirements, upgrades, new products and other changes.
- Monitors trends in technology and/or reviews and makes recommendations on incorporating/acquiring advances in hardware, software and other facets of network technology.
- Meets with various site and district personnel and committees for the purpose of conferring, recommending and planning network installations and upgrades.
- Communicates with administrators, personnel, and outside organizations for the purpose of coordinating activities, resolving issues and conflicts, exchanging information such as outage/emergency activities to organization.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:
- LAN and WAN network software and hardware configurations and enhancements
- specific programming languages determined by current applications
- data processing system and procedures, data communications and network protocols

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- appropriate diagnostic tools and program documentation
- advanced math, oral and written communication skills
- email systems, file server hardware, firewall hardware and software

ABILITY TO:

- review and interprets highly technical information

- write technical materials
- analyze situations to define issues and draw conclusions
- schedule a number of activities, meetings, and/or events
- gather, collate, and/or classify data, work with data of varied types
- be flexible while working others in a wide variety of circumstances
- analyze data utilizing defined and varied processes
- problem solves to analyze issues and create action plans
- independently interpret guidelines
- troubleshoot, diagnose, and repair equipment
- plan, organize and supervise
- recommend, design, install, maintain and administer LAN and WAN computer systems and peripherals
- install and configure a variety of microcomputer and data communication equipment
- develop new applications and programs
- plan and organize work, set priorities, work independently with little direction, and meet schedules and timelines.

EXPERIENCE

Four (4) years of experience as a network systems administrator as well as hands-on experience in installing, configuring and maintaining personal computers and networking systems, including software and hardware and infrastructure.

EDUCATION

Bachelors' Degree in job-related area or equivalent combination of education and experience

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: This single position, supervisory class is responsible for the planning, installation, maintenance, technical integrity and reliability of the District's wide area network and local area networks. This includes supervising assigned technical staff, providing technical support for software and hardware associated with network operation and maintenance, ensuring the reliable interface among the District's local area networks, access to Internet, planning and maintaining network security. This position also serves as a technical resource for ~~Computer~~ IT Support Technicians and supervises their work, monitors their performance, and schedules their activities relative to network issues, standards, and protocols.

REQUIRED TESTING

Pre-employment proficiency test

San Dieguito Union High School District
Adopted: September 21, 2000
Revised: January 1, 2005
Revised: July 24, 2025

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CERTIFICATES
Certification in industry-leading systems preferred
Valid Driver's License and DMV issued driver's report

CONTINUING EDUCATION/TRAINING
Participation in ongoing job-related training as assigned.

CLEARANCES
California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT
This assignment requires the ability to travel to and from District work sites to perform assigned duties on a regular basis. The usual and customary methods of performing the job's functions require the following physical demands:

Physical Demands: Frequency Definitions Based on an 8-Hour Day:
Never = 0%
Seldom = 1-10% (<45 minutes)
Occasionally = 11-33% (up to 3 hours)
Frequently = 34-66% (up to 6 hours)
Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing, twisting back, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet
Occasionally	stooping/bending, squatting/crouching, pushing and pulling, reach above shoulder, reach at shoulder, kneeling, walking, standing, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS
Auditory ability to communicate with students, staff, parents, phones; respond to safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS
The job is performed under some temperature extremes and exposure to dust.

FLSA STATUS
Nonexempt

SALARY RANGE
Supervisory