Corning Union Elementary School District
Job Description

JOB TITLE: TECHNOLOGY SUPERVISOR

Salary Schedule:	Management/Supervisory	Department:	Technology
Reports To:	Superintendent or designee	Approved by:	Board of Trustees October 9, 2013

POSITION SUMMARY:

Under the general direction of the Superintendent, plans, recommends, organizes, and directs District-wide technical and resource services in the installation, configuration, operation, repair, maintenance, troubleshooting, and diagnosis of computer hardware, peripheral equipment, and software for electronic devices, the installation of software and access rights and security. Has oversight responsibility for District technology and networks, manages and assists with troubleshooting, and local- and wide-area network cabling. Diagnoses network hardware and peripheral equipment. Provides user support, training, and assistance. Performs other essential job-related work as required.

ESSENTIAL FUNCTIONS:

Provides leadership and strategic direction in technology planning, local- and wide-area network planning, acquisition of equipment and software, and computer system operations.

Leads an effort to enhance and improve data management systems including relational database, data warehouse, and data reporting technologies.

Consults with management to understand operational, functional, and instructional requirements; defines and implements strategies for meeting these needs.

Trains, supervises, and evaluates the performance of assigned staff. Provides for departmental staff training programs. Develops work schedules and participates in the interview process.

Oversees and performs skilled maintenance, repair, and installation of electronic devices such as computers, netbooks, tablets, printers, monitors, audio, and video equipment. Maintains email and network user accounts and issues email addresses and user accounts in a variety of systems to new employees as needed.

Monitors data security to ensure the integrity and reliability of computerized information systems and protects student and staff data in conformance with state and federal laws and District policy.

Configures and maintains active elements of the network, such as servers, switches, and other devices; oversees the installation, configuration, and maintenance of server and LAN equipment.

Monitors network and server performance and utilization.

Assists in analyzing user needs relating to local, wide, and internet worked information systems to install and maintain cost-effective, local (LAN), wide (WAN) area networks.

Implements new software systems and/or current software applications features.

Keeps abreast of technology issues to ensure efficient delivery of network-related computers and technology services; provides workstation configuration services for end users.

Assists in maintaining and enhancing the interconnection of operating systems, desktop computer applications, network protocols; ensures consistency with our information system needs.

Assists users by providing technical support with equipment or software; provides onsite support to administration, staff, and classrooms.

Remotely diagnoses and resolves end-user software issues; troubleshoots and supports curriculum applications used in the classroom.

Oversees and maintains mission critical systems such as, but not limited to: servers, student information systems, email system, databases for administrative and curriculum purposes, MS SQL, and Active Directory.

Prepares and presents recommendations for network enhancements and/or modifications; previews and evaluates computer software and other technology products, making purchasing recommendations. Participates in developing long-range plans for District computer system purchases and networking.

Recommends replacement or addition of computer hardware and software; is responsible for central purchasing of all computer parts, supplies, equipment, and software in order to meet District needs in a timely fashion and in the most cost effective way. Communicates directly with software vendors regarding information systems issues.

Evaluates new network or server applications and presents recommendations for appropriate changes and enhancements.

Maintains standards and documentation.

Performs diagnostic evaluations of faulty equipment, analyzes the results, and takes corrective actions, monitors communication and data equipment to ensure communication integrity; uses on-line software and coordinates with vendor engineers as appropriate.

Maintains trace and repair wiring infrastructure for voice, data, and other internal systems.

Establishes and maintains effective working relationships with a variety of groups, including teachers, students, administrators, coworkers, vendors, consultants, and others as required.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Serves as a member of the District Technology Committee.

Performs other work related duties as assigned.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out the essential job functions. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to finger, handle, or feel objects, tools, or controls; talk and hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl.

The majority of work is light to medium and may require routinely lifting or moving up to 40 pounds.

QUALIFICATIONS/EDUCATION:

Experience: Five years of recent and progressively responsible experience in information systems management or a related field, preferably in public education. Recent experience managing staff in a related field is desirable.

Education: Bachelor's degree in business administration, information systems, or a closely related field.

Demonstrated knowledge of: Any one or a combination of any of the following would be qualifying:
Knowledge of the following:
-Information systems, SQL administration, operating systems, i.e., DOS, and Windows.
-Information security best practices.
-Desktop productivity software, i.e., MS Access, MS Word, MS Excel, etc.
-LAN and WAN communications including various transmission protocols (TCP/IP, Ethernet, Wi-Fi), and domain name servers, Wireless (802.11x) and EIA/TIA 586 wiring specifications, Active Directory support and management.

Willingness to attend classes, workshops, training, etc.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Must possess a valid California driver's license.