



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Technology Supervisor	<b>Location:</b>	Technology
<b>Reports To:</b>	Superintendent	<b>Supervises:</b>	Technology Personnel
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://husd.org">husd.org</a> website

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### Education and Experience Requirements

- B.S. degree in Computer Science, Info Tech, or related field preferred. Industry certification preferred or the ability to gain certification in either Microsoft or Cisco (MCSE, MCSA, CCNE OR CCNA). Five years of progressively more responsible positions in the computer technology field preferred. Three to Five years of experience in leading a technology team within a distributed computing environment and/or supervisory experience preferred.

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- Lead architect for all related technology infrastructures, equipment, resources/materials, and services. Leads the District in developing, implementing, managing, and evaluating a technology plan. Responsible for coordinating, managing, and supervising Information Technology and capital improvement projects for the District within assigned functional areas including management of vendors and contractors. Responsible for overseeing the District/School website.

### Qualifications

- Staff management skills.
- Effective oral, written, and electronic communication skills to ensure the smooth operation of the technology department.
- Ability to work under pressure to meet deadlines, reassign priorities quickly and solve problems promptly.
- Time/project management skills required.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.
- IVP fingerprint clearance card through AZ Department of Public Safety



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### Responsibilities and Requirements

#### DISTRICT, SITE, AND STATE AND FEDERAL PROGRAMS

- Responsible for the coordination of district technology programs.
- Responsible for acting as a liaison to the Department of Education in matters of technology, e-rate, and other grants and incentives related to technology.
- Responsible for coordinating site technology and assist in the coordination of all activities assigned to the technology technicians and programmers.
- Combine knowledge of multiple platforms (hardware and software, application development, local area networks, graphic arts, internet-specific solutions, and packaged software) to create specific District requirements.
- Plan and oversee the research, evaluation and integration of new technology, systems development methodologies, data administration, capacity planning, training, and technical support.
- Analyze system function and operation to determine adequate security and controls.
- Assist the District in establishing operational procedures, define workflows, content and maintenance issues, and oversee solution implementation.
- Work with the District administration to determine systems development strategy and standards.
- Determine scope and feasibility of Information Technology and capital improvement projects; estimating costs of projects, collecting, reviewing and making recommendations on contract awards; meeting with vendors, programmers, and engineers to review Information Technology and capital improvement plans and to discuss bids and projects.
- Serve as project manager for Information Technology projects and capital improvements including determining schedules and inspecting projects.
- Budget responsibilities for technology requirements for the district.
- Perform all other job duties as assigned.

#### PERSONNEL

- Assist the HR department in preparing, reviewing, and revising job descriptions in the technology department.
- Plan, implement, and support district programs for recruitment, selection, orientation, and assignment of technology employees.
- Develop training options and/or improvement plans to ensure the best operation of the technology department.
- Manage employee concerns and grievances expeditiously.
- Evaluate the employee's job performance to ensure effectiveness.
- Make sound recommendations and utilize assistance from the human resource department relative to personnel placement, transfer, retention, and dismissal.

#### PROFESSIONAL GROWTH

- Pursue professional growth to provide focused decisive leadership which results in moving toward the accomplishments of district/department goals.
- Ensure that code of ethics is a priority in professional and personal conduct.
- Be involved on federal, state, and local committees as it relates to district business in area of responsibility.

#### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.

#### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.