

Job Title: Supervisor - Technology

FLSA Exemption Status: Exempt

Term: 251 days

Minimum Qualifications:

1. Minimum of a Bachelor's Degree, advanced degree preferred;
2. Valid Tennessee teaching license with teaching experience;
3. Experience working with, and training, adults;
4. Experience with a range of software, hardware, and operations systems; Experience working with iPad, Chromebook, and other mobile devices in instructional settings;
5. Experience preparing and managing budgets; and
6. Experience integrating technology into a classroom setting.

Job Objectives/Goals:

1. To develop and manage technology systems district-wide enabling teachers to utilize state-of-the-art equipment to enhance instruction and to develop, manage, and maintain technology systems which enable the administration (both at the system and school level) to work effectively and efficiently.
2. To coordinate and implement the use of technology to maximize learning opportunities by incorporating the recognized best practices in the use of technology in schools.

Responsibilities and Essential Functions:

1. Develop and implement an approved Three – Year Technology Plan which shall include:
 - a. System needs— scheduled and required up-upgrades of both hardware, including server(s), and software
 - b. School's needs—scheduled and required up-upgrades of hardware, including server(s), software, for the whole school as well as labs, classrooms, and teacher work stations including all required auxiliary services
 - c. Technical support including assembling equipment, trouble-shooting, installation, and wiring
 - d. Networking, internet services, virus protection, etc.
2. Design and implement new technology infrastructure as required
3. Supervise the computer technicians of the school system
 - a. Receive, review, and assign work orders
 - b. Prioritize work demands (orders)
 - c. Provide close oversight and assistance to technicians at the highest level of competence
 - d. Approve all time sheets of computer technicians
4. Supervise E-Rate
 - a. Formulate the required plan and associated budget
 - b. Provide, in a timely fashion, all required supporting information to maintain, and enhance, if possible, funding
5. Supervise the delivery of Internet services and e-mail
 - a. Comply with all applicable rules and regulations at the local, state, and federal level regarding the use of Internet in schools
 - b. Plan and implement internet services provided by the state approved service provider

6. Seek, apply, and then implement received grants (must have approval of the Director of Schools and Board) to enhance student achievement and maximize the effectiveness and efficiency of the staff, school(s), and system.
7. Communicate effectively
 - a. Provide Director of Schools with information regarding serious changes in rules, regulations, and laws which seriously impact technology
 - b. Request Board approval of plan
 - c. Develop a good working relationship with principals, teachers, and staff
 - d. Work closely with the person(s) in charge of training teachers and staff to insure software compatibility and uniformity
8. Prepare budget
 - a. Prepare specifications for technology bids as requested
 - b. Present bid information to Finance Office
9. Assist with the proper maintenance of telephone services
 - a. Receive calls when a telephone and/or line needs to be added or is no longer needed
 - b. Seek proper repair service
10. Supervise Fixed Asset inventory
11. Assist as needed with the camera security at secondary schools
12. Remain up-to-date on information regarding technology –with state agencies, attend state technology conference
13. Perform other duties, as deemed necessary by the Director of Schools.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

Physical Demands:

This job may require lifting of objects that exceed fifty (50) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

Reports To: Director of Schools or his/her designee

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.