

TITLE**Supervisor - Technology****QUALIFICATIONS**

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

JOB GOALS

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.

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.

ESSENTIAL FUNCTIONS

1. Develop and implement an approved Three – Year Technology Plan which shall include:
 - a. System needs— scheduled and required up-grades of both hardware, including server(s), and software
 - b. Schools needs—scheduled and required up-grades 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.

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

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Strong communication skills.
6. Well versed in research on teaching and learning.
7. Ability to meet the public well.
8. Good organizational skills.

9. Demonstrates the ability to implement innovative ideas.
10. Enthusiasm

CAPACITY AND ABILITY REQUIREMENTS

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.

WORK CONDITIONS

Normal working office and office/school environment.

261-day employment contract.

Abnormal work hours may be required.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.