Chickasha Public Schools
Job Description

Job Title: Technology Supervisor/Coordinator

Qualifications: Minimum of bachelor's degree in computer science, instructional technology or business with experience in a school setting and three years of information technology management experience. Prior experience in technology and school district experience preferred and have working knowledge of the following technical areas for evaluation and decision-making:

- Network security risks
- Google Suites
- E-mail profiles and policy restrictions with messaging system architecture
- Print queue and print server operations
- Database system maintenance and licensing
- Electronic file management concepts
- WEB software and WEB design
- Internet protocol and client server communication
- Domain Name Services
- Network infrastructure hardware, security, and traffic control
- Account setup for end-users
- Void, audio, and video options for technically current networks

Reports To: Assistant Superintendent or Instructional Technology Coordinator

Assists: All teachers and administrators.

<u>**Performance Responsibilities:**</u>

District Leadership: Provides leadership and assumes management responsibilities for the direction, coordination, integration, and implementation of technology across all school district buildings and departments. The Manager of Technology will be responsible for planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements.

Essential Functions

1. Attends various events (e.g. meetings, conferences, training sessions, district information sessions, Board Meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.
2. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.
3. Communicates technology related activities in a timely manner to all stakeholders.
4. Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
5. Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.
6. Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surplused consistent with local, district and state regulations.
7. Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
8. Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
9. Prepares a wide variety of documents, reports and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates) for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required by district, state and/or federal regulations.
10. Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district.
11. Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
12. Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation

TERMS OF EMPLOYMENT:
Number of days and compensation based upon board approved salary schedule and the employee work calendar.

EVALUATION:
Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of certified personnel.