

ST. TAMMANY PARISH SCHOOL BOARD

**Covington, Louisiana
Job Description**

TITLE: Supervisor of Information Technology (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. US Citizen or authorized alien.
2. Graduation from an accredited four-year college or university.
3. Minimum of 3 years experience in a senior level information technology position
4. Additional experience in the areas of technology systems and management may be substituted for the degree requirement.
5. Working knowledge of servers, end user devices, networking equipment, software and applications.

REPORTS TO: Chief Information Officer

SUPERVISES: All departmental personnel as assigned.

JOB SUMMARY:

Serves as an administrative and technical assistant in all phases of department supervision. Responsibilities include liaison and coordination between the Information Technology department, the schools, and other system departments and units; actively participates in the development, implementation, and operation of systems to serve the school system's goals.

ESSENTIAL JOB FUNCTIONS:

1. Reviews present administrative tasks and clerical procedures to ascertain their adaptability to information technology.
2. Directs and assists staff in the implementation of or modification to automated projects.
3. Assists in determining priority of assignments, scope and extent of systems, and feasibility of individual projects.
4. Assists in the overall administration of the department.
5. Assists in the selection and training of technical personnel employed by the department.
6. Keeps abreast of developments in the information technology field, assisting the CIO in preparing recommendations concerning equipment and procedures.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other such duties as may be assigned.

PHYSICAL DEMANDS:

While this position is of an administrative and supervisory nature, in order to successfully perform the essential function of the job, these physical demands are required:

1. Possesses the physical ability and stamina to perform the essential job responsibilities.
2. In the capacity of an administrator and supervisor, the job requires the ability to walk around, work continuously from a sitting position, bending and reaching, standing, and handling numerous duties with both hands and fingers.
3. Must on occasion, run, load, and unload equipment.
4. Must be able to lift information technology equipment, forms, and boxes.

PERSONAL CHARACTERISTICS:

1. Ability to plan, organize and oversee work of assigned personnel.
2. Effective time management and organizational skills.
3. Ability to work tactfully with staff, schools, agencies, and the general public.
4. Ability to work effectively under pressure from deadlines, day to day problems, and changes in systems and procedures.
5. Neat and well-groomed appearance.

TERMS OF EMPLOYMENT: 12 months; salary in accordance with current salary schedule.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____
 Reviewed and Agreed to by: _____ Date: _____
 (Incumbent)

 Incumbent's Name (Please Print) Employee Identification Number