

## WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION

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**TITLE:        TECHNOLOGY AND DATA INFORMATION SYSTEMS SUPERVISOR**

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### **BASIC FUNCTION:**

Under the direction of the Chief Technology Officer, the Technology and Data Information Systems Supervisor oversees the maintenance and integrity of the district's student information system, supervises technical staff, and ensures data accuracy for state and federal reporting. This role involves providing technical leadership, training district employees, and managing data integrations and technology initiatives across the district.

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### **ESSENTIAL DUTIES AND REPRESENTATIVE DUTIES:**

Supervise the maintenance of the student information system, ensuring data integrity and security.

Oversee data checks, system upgrades, and installations.

Manage the assignment of user accounts and rights.

Ensure accurate and timely state and federal reporting, including CALPADS data uploads and submissions.

Coordinate with departments for data collection and submission of state-mandated district reports.

Supervise and provide advanced technical support to school sites and departments.

Troubleshoot and resolve complex issues related to the student information system and other applications.

Provide technical assistance with vendor systems and support data transfer between applications.

Maintain professional relationships with district users and provide solutions to technical issues.

Supervise the installation, configuration, maintenance, troubleshooting, and repair of software, hardware, and peripheral equipment.

Train district employees in the use of the student information system and other software applications.

Prepare and conduct training programs and classes for computer/program users.

Develop and maintain documentation, manuals, and other technical documents.

Monitor and maintain effective integration of data between various sources.

Design complex query statements to obtain specific data information.

Ensure database updates and technical support as needed.

Assist in planning, organizing, and coordinating the district's Technology Program.

Participate in the development and use of various reports, logs, and records.

Preview computer programs, hardware, and other technology equipment for district use.  
Provide leadership and direction to technology support staff.

Coordinate and prioritize day-to-day activities of technology and user support staff.

Conduct feasibility studies and coordinate project management of multiple projects.

Provide assistance with district technology initiatives as needed.

Prepares information for publication, help maintain the District's and school's websites.

Oversee day-to-day helpdesk operations, ensuring timely resolution of technical issues.

Conduct data analytics for helpdesk operations and trend analysis to improve service efficiency.

Performs other related duties as required or assigned.

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**OTHER REPRESENTATIVE DUTIES:**

Coordinate with external vendors and service providers to ensure efficient technology solutions.

Evaluate and recommend new technologies, software, and systems to improve district operations.

Ensure compliance with data privacy and cybersecurity best practices.

Assist in budget planning and resource allocation for technology initiatives.

Support disaster recovery and data backup processes to ensure continuity of operations.

Collaborate with stakeholders to assess and implement improvements in technology services.

Develop training materials and conduct workshops to enhance digital literacy among staff.

Provide guidance and mentorship to technical staff to enhance their professional development.

Maintain an up-to-date knowledge of industry trends, standards, and emerging technologies.

Assist in the development and enforcement of district-wide IT policies and procedures.

Support network infrastructure management, including troubleshooting connectivity issues.

Ensure accessibility compliance for district technology resources.

Assist in grant writing and funding opportunities related to technology and data systems.

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## **ORGANIZATIONAL RELATIONSHIPS:**

- Supervision:            1) Reports to, is supervised and evaluated by, and receives direction from the Chief Technology Officer.
- 2) Direct supervision of the following positions: Data Information System Integrations Specialist; Information Systems Specialist.
- Internal Contacts:     Frequent contact with district and school personnel.
- External Contacts:    Some contact with vendors, software personnel, and employees of other school districts, OCDE, and CDE as required.
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## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

A variety of computers and peripheral equipment used by the school district in a network environment, including principles, methods, and problems of operating such equipment.

Operation of the student records database.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Basic principles of computer technology.

Data communications and teleprocessing principles.

Methods, practices, terminology, and procedures used in computer operations.

Operation of a computer workstation in a network environment.

Data control procedures and data entry operations.

Technical aspects of computers, computer functions, operating systems, software programs and web mastering.

Proper methods for storing equipment, materials, and supplies.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

### **ABILITY TO:**

Speak and present ideas clearly and effectively.

Communicate information processing procedures and requirements to users.

Analyze situations accurately, and adopt effective courses of action.

Detect errors and inaccuracies in information output reports.

Adjust operational schedules according to emergency and priority needs.

Plan and organize work.

Meet schedules and timelines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

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### **EDUCATION AND EXPERIENCE:**

Education:

1. Equivalent to four years of college coursework in information technology or a bachelor's degree in either information technology or a closely related field.

Experience may be substituted for college education on a year-for-year basis.

And

Experience:

1. Three (3) years of recent paid experience, including work in positions providing background and working knowledge in information services/technology, key software components, technology hardware and operating systems.
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### **LICENSES AND OTHER REQUIREMENTS:**

A valid California Driver's License.

Completion of fingerprinting is required prior to the first day of work.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Duties are performed in the district office, school sites, and community settings. This position may entail frequent interruptions. This position requires one to work independently and/or with diverse groups of people to complete high work volume and tight deadlines.

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.

Reasonable accommodation may be provided to enable a person with a disability to perform the essential functions of the job.

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APPROVED BY: Board of Trustees

DATE: MARCH 20, 2025

APPROVED BY: Personnel Commission

DATE: MARCH 11, 2025