



REPORTS TO:

- District Administrator

QUALIFICATIONS:

To be considered for this position applicants must present or demonstrate the knowledge, skill and abilities, experience or training in the following areas:

- Baccalaureate Degree and/or Master's degree in an academic discipline desired
- 5+ years' experience in information technology services with progressively greater responsibility
- 3+ years management responsibility, including project management and demonstrated group facilitation, team building and collaboration skills
- Classroom teaching or equivalent school instructional experience desired
- Demonstrated success managing personnel and building an effective team
- Technology experience should include a broad knowledge of application software, operating systems, interactive website and server technologies as used in educational environments; familiarity with network management standards, best practices and procedures; knowledge of emerging technologies and their application to an education environment and online learning and virtual education experience.

ESSENTIAL FUNCTIONS:

The Information Technology Supervisor provides strategic leadership, facilitates IT projects and coordinates department operations to ensure the delivery of robust and reliable technology resources. The Supervisor is a collaborative, visionary and dynamic professional able to provide the technical expertise and innovative direction to district and campus teams to support the district mission of success for all students. A successful applicant knows how to bring people and technology together provides effective leadership to technology professionals and reaches out to support, train, develop and respond to the needs of faculty, staff and students. The Supervisor is a valued member of the administrative team who serves on a variety of collaborative teams charged with instruction and operations planning.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Must work in an atmosphere that may be stressful with frequent interruptions.
- Requires some travel.
- Occasional stooping, bending and reaching.

GENERAL RESPONSIBILITIES

Applicants must present or demonstrate the following personal traits and qualities:

- Advocate for students
- Commitment to a District Leadership role and service model
- Teamwork
- Flexible and adaptable
- A proven sense of integrity and fairness
- Willingness and ability to make time commitments
- Displays loyalty to the best interests of the school and school district

RATE OF PAY:

According to Salary Schedule



Eagle Point School District 9

Job Description – Information Technology Supervisor

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 10, 2011