JOB DESCRIPTION
Campbell County School District
Technology Supervisor

Job Summary

Implement, manage, and maintain the Campbell County Schools technology infrastructure.

Qualifications

- Bachelor's Degree in Technology or related field preferred
- Leadership experience
- Minimum of 5 years' experience in supervision of technical project planning and implementation
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Professionalism and ability to interact with a variety of personalities and adults
- Adaptability to perform a variety of tasks simultaneously.

Essential Duties

- Develop a list of vendors for hardware, software, and services. Initiates the bidding process when appropriate and facilitates the purchase process of all technology.
- Organizes and implements computer network connectivity for all students and employees.
- Provides for proper network security.
- Possess working knowledge of functions and applications of technology as related to business functions and instructional purposes.
- Communicates with Supervisors, the Director of Schools, and the Board of Education to keep all parties apprised of needs and current situations.
- Develops a network of school personnel to assist in providing training to other teachers and support staff through the use of workshop and staff development days.
- Assists educators and administrators in gathering information for educational curriculum software and evaluates hardware requirements of various selected applications.
- Assists with federal programs and projects when said programs involve the purchase or implementation of technology resources.
- Responsible for the supervision of the Technology Team and building level technology leaders.
- Assists Technology Team with escalated support issues as needed.
- Assists in computer network design and maintenance.
- Perform other duties as assigned by the Director of Schools.
- Responds promptly to technology needs.
- Maintains confidentiality.
- Follows policies and procedures.
- Prioritizes and plans work activities.
- Comply with all applicable local, state, and federal policies, laws, and regulations.

Other Duties

- Report all relevant student data related to funding
- Enter information into ASPEN in a timely manner
- Assist with scheduling when necessary
- Complete all reporting requirements in a timely manner

The job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools. Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Technology Supervisor.

Name (Print) Signature Date