**Job Description** **11.14**

**MOORE PUBLIC SCHOOLS**

**Job Title:** Information Technology Supervisor

**Qualifications:** Valid Oklahoma Drivers License and acceptable driving Record.

**Education:** High school diploma and specialized training in any of the following areas: Personal computers, Apple computers, telephone systems, fire alarm systems, security systems, and copiers.

**Training or Experience: Required:** Supervisory experience of at least three years.
**Desired:** Minimum of five years experience in at least four of the following areas: Personal computers, Apple computers, telephone systems, fire alarms systems, security systems, and copiers.

**Special Skills, Knowledge, Abilities:**
Communication Skills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Managerial: Must have the ability to supervise the work of his subordinates in an organized manner by assigning tasks and setting priorities for these tasks. Conducts regular meetings to discuss tasks and priorities so that staff is kept informed and so that effective communications are occurring.

Computer Skills: Must have basic understanding of personal computers, Apple computers, servers, and networking.

**Site:** Technology Center

**Reports to:** Information Technology Manager

**Information Technology Supervisor (2 of 3)**

**Job Goal (Purpose of Position):** To supervise and coordinate the technology staff that is assigned to install, repair, and maintain personal computers, Apple computers, copiers, telephone systems, security and fire alarm systems, fax machines, and typewriters in the district.

Will follow standardized operating policies and procedures and professional managerial guidelines in the performance of his job. On occasion he will have to utilize discretion, ingenuity, and independent judgment due to the complexity of the job.

**Contact with Others:** Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

**Other Performance Measures:** Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

**Essential Job Functions (Performance Responsibilities):**

1. Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

2. Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees assigned tasks in the following areas: personal computers, Apple computers, networking, cabling, telephone systems, copiers, fax machines, typewriters, and security and file alarm systems.

3. Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

4. Identifies training needs for technicians and ensure that training is obtained.

5. Ensures proper labor relations and conditions of employment are maintained.

6. Maintains records, prepare reports, and compose correspondence relative to the work.

7. Directs the receipt of trouble calls and the diagnosis of equipment problems.

8. Coordinates sending out equipment for repair.

9. Supervises the ordering and inventory of spare parts for assigned area.

10. Assists network administrator as needed to coordinate staff activities related to trouble-shooting and cross training of technicians.

11. Provide recommendations related to purchases, installations, repairs and preventive maintenance schedules for personal computers, Apple computers, telephone systems, fax machines, copiers, typewriters, and security and fire alarm systems.

12. Perform other duties and tasks as assigned or deemed necessary.

**Supervision Exercised:** This position is responsible for performance of supervisory duties of all technicians assigned to his team.

**Physical Requirements:** Other than duties listed above, must have the ability to work under stressful conditions. Considerable manual dexterity with tools when used to assist and/or train subordinates is helpful.

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| **Terms of Employment:** | 260 Days |
| **Salary:** | To be established by the Board. |
| **Evaluation:** | Performance of this job will be evaluated in accordance With Board Policy. |

Adopted 12-09-02