

DISTRICT SCHOOL BOARD OF PASCO COUNTY
Job Description

SUPERVISOR OF INFORMATION SERVICES

Salary Schedule: Adm 8B	Contract Work Days: 245 Daily Work Hours: 7.5 hrs	Administrative: Exempt
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JOB GOAL: To administer, maintain, and support information technology systems and the users of those systems to provide for the efficient operation of the School District.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree in a Technology-related field from an accredited institution.
2. Supervisory Experience

DESIRED QUALIFICATIONS:

1. Master's Degree in Leadership Education or Technology-related field from an accredited institution.

KNOWLEDGE, SKILLS AND ABILITIES: Broad knowledge of the various computer systems and software used in the District is essential. For assigned area(s) of responsibility, specific knowledge of data processing systems, data networks, data security, telecommunications, records management, software development, and computer user support is critical. Skills include the ability to analyze data and information technology systems, problem-solve, communicate effectively, lead and work with individuals and groups, and coordinate training.

REPORTS TO: Director of Information Services

SUPERVISES: NNB and SRP employees aligned with the job responsibilities of the supervisor

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

1. Implement and maintain information technology systems.
2. Assist in the preparation of the Information Services Department budget.
3. Coordinate the implementation of computer training for District staff.
4. Provide technical support for District staff.
5. Assist in the development, implementation, and evaluation of the District's technology services.
6. Provide technical assistance to school and District personnel.
7. Ensure that computer systems are secure and comply with industry best practices.
8. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

Communication

1. Report to the Director of Information Services on progress of projects.
2. Communicate effectively orally and in writing.
3. Collaborate with other departments or divisions.
4. Use effective communication strategies to interact with a variety of audiences.
5. Assist in the development of the Information Services Department Continuous Improvement Plan.
6. Respond to inquiries or concerns in a timely manner.
7. Deliver effective training using appropriate training techniques.

Proactive Orientation

1. Demonstrate initiative in the performance of assigned responsibilities.
2. Anticipate potential problems and develop procedures to prevent or address them.
3. Implement procedures to monitor the timely replacement of hardware systems and computer software.
4. Plan for emergency and disaster recovery events

Critical Thinking

1. Assist school and District staff in designing software solutions.
2. Review, analyze, and interpret data and information relative to assigned area.
3. Monitor work quality of assigned employees.
4. Develop action plans for tasks and projects.

Continuous Improvement

1. Remain current with technology via relevant literature, meetings, and seminars.
2. Set high standards and expectations for self and others.
3. Coordinate timely in-service/training to meet computer technology needs of schools and departments.
4. Provide staff development on the use of software solutions and enterprise systems in all support areas.
5. Keep abreast of developments, directions, and trends in assigned area.
6. Assist department staff in keeping up-to-date and well informed about issues and changes in the area of responsibility.
7. Assist school and District staff in keeping abreast of issues and requirements in assigned area.

Facilitation

1. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

Managerial

1. Assist in providing oversight for efficient and secure computer systems and services to meet organizational administrative needs.
2. Plan, schedule and supervise the use of information technology systems and resources for the Information Services Department.
3. Maintain an inventory of assets for assigned areas of responsibility.
4. Monitor the progress of assigned tasks.

Constancy of Purpose

1. Serve on committees, councils, and/or task forces.
2. Exhibit support for the District's vision, mission, goals, and priorities.
3. Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

1. Make and share decisions in a timely manner.
2. Respond quickly to emergency situations.

Other

1. Perform other duties as required

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

PROBATIONARY PERIOD: Ninety-seven work days

Board Action: _____

Approved: 7/24/07

Revised: _____