

Cape Girardeau Public School District No. 63
Job Description

Job Title: Technology Information System Supervisor

Terms of Employment: 12 month contract; 260 days

FLSA Status: Non-Exempt

Reports to: Technology Engineer Coordinator

Brief Description of Position:

The Technology Information System Supervisor is responsible for the development, implementation and operation of the district's technology systems that support the delivery of instruction, the efficient management of central office and support operations, and the management of student data.

Required Qualifications:

- Minimum of Bachelor's Degree in CS, MIS, or technology related area
- Strong Project Management Skills
- 2-4 years progressively responsible experience in student information systems and/or database management, including technical knowledge of design, installation, troubleshooting and maintenance of information technology networks/systems. Systems Including Infinite Campus, Tyler SIS, Odyssey, Follett Destiny, SIS Financial.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint and other Microsoft Office programs.
- Experience working as a liaison between vendor and users
- Coordinate efforts to report student and district data to the State of Missouri - accurately - work with data entry staff members, and keep them updated on latest reporting guidelines.
- Strong Systems Skills including: Microsoft Operating Systems, Microsoft Office, Active Directory, Group Policy, DHCP, DNS, IIS, Print Management, Microsoft SQL Server, Content Management Systems (CMSs), Learning Management Systems (LMSs) (Moodle), Cloud Services (e.g. Google Apps, Microsoft Office 365). Development Skills in the SQL language.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

Preferred Qualifications:

- Five or more years of experience in Information Technology
- School district experience using student database system currently in use by the district is highly desirable.

Essential Duties and Responsibilities:

- Assists with planning, developing, coordination and maintenance of the IT infrastructure, architecture, and programs that supports the district's commitment to using IT effectively and efficiently in an integrated manner for both instructional and administrative functions.
- Assists with the daily operation of IT to assure efficient implementation.
- Provides leadership in planning and development of sound IT management plans and practices.
- Supervises new and existing applications development projects, such as the Student Information Systems, Human Resources/Benefits/Payroll Systems, Internet and web initiatives and data integration. Such as Infinite Campus, Tyler SIS, and Tyler District Pulse Data Warehouse, Follett Destiny, SIS Financial, Odyssey
- Provides enabling technologies that make it easier for students, parents, community organizations, other government agencies, and suppliers to do business with the district as well as increase productivity and efficiency.
- Assists with development, implementation, and evaluation of the district's technology plan in collaboration with district administrators, principals and staff.
- Identifies short and long-term district wide information needs for systems development, hardware acquisition and integration.
- Assists with development of annual goals to ensure successful implementation of the long-range plan for both administrative and instructional programs and makes recommendations and modifications to the plan.
- Provides data and reports for various departments, schools and outside agencies.
- Ensure timely State Reporting through MOSIS to ensure proper levels of state and federal funding based on State Core Data. Train Data Entry personnel on latest DESE rules
- Provides student data as requested such as report cards, transcripts, and scholarship information.
- Identifies enhancements to the IT systems and modifies computer systems and software as needed.
- Train and provide instruction for staff on use of district hardware and software systems
- Web Support for Teaching and Administrative Staff
- Provide Helpdesk support (both phone and on-site) for work order ticket resolution
- Performs other related duties, as assigned, for the purpose of ensuring the efficient, effective functioning of the work unit.

Hazards:

For some buildings, stairs, and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator