Job Title: Technology Systems / Deployment Supervisor
Terms of Employment: 12 month contract; 260 days
FLSA Status: Non-Exempt
Reports to: Technology Engineer Coordinator

Brief Description of Position:

The Systems / Deployment Supervisor is responsible for performing a variety of complex technical tasks, primarily related to administration of the district's student information system(s), including design, installation, configuration, troubleshooting, end-user training/support and database maintenance.

Required Qualifications:

- Bachelor's degree with major coursework in computer science, information systems, data processing or related field;
- 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.
- Proficiency in Windows XP, Windows 7, Windows 8, Server 2008, and Server 2008 R2, Server 2012, DHCP, Group Policy, DNS, Print Management, Active Directory, Deployment Services, SCCM 2012 R2
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint and other Microsoft Office programs.
- Ability to work on multiple projects at once.
- 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.
- Provide Help Desk support for work order tickets

Preferred Qualifications:

- Bachelor's degree with major coursework in information systems preferred
- School district experience using student database system currently in use by the district is highly desirable.

Essential Duties and Responsibilities:

- Assures the implementation, networking, maintenance, testing, operation and integrity of the district integrated student database system; reviews and analyzes new and existing student application programs and revises system to accommodate district needs; develops and maintains security for the district integrated student information system.

- Travels to various locations in the region and investigates system/user problems and tests possible solutions; develops detailed specifications for applications and any corresponding changes in user workflow processes and procedures.

- Assist in the design, maintenance & troubleshooting of District local/wide area networks; install and administer enterprise network servers; troubleshoot and resolve problems with the network and database services.

- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.

- Administer Deployments of all Windows Operating Systems, Windows Updates, Applications, and Baseline Configurations for systems using System Center Configuration Manger 2012 R2.

- Administer Deployment of iPads and other mobile devices.

- Manage system security with Group Policy, Security Permissions, and other essential security practices.

- Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, network, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.

- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District Systems.

- Maintaining and understanding of Virtualization both VMware and Hyper V.

- Manages project migrations for hardware/software systems for the purpose of ensuring efficient operations.

- Provide Helpdesk support for end users through a work order system.

- 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

Reviewed March 2014