

Cape Girardeau Public School District No. 63
Job Description

Job Title: Technology Systems and Web Supervisor

Terms of Employment: 12 month contract; 260 days

FLSA Status: Non-Exempt

Reports to: Technology Engineer Coordinator

Brief Description of Position:

The Technology Systems and Web 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, web and database maintenance.

Required Qualifications:

- Minimum Bachelor's degree with major coursework in Computer Science, Management Information System or other technology-related field
- Strong Project Management Skills
- 2-4 years progressively responsible experience in Information Technology
- Strong Systems Skills including: Virtualization (VMware or Hyper-V), Storage Area Networks (SANs), Networking (Routing, Switching, Sub-netting), Network Security (Firewalls, IDS/IPS, Web Filtering), SQL Server maintenance, Exchange Server, Data Backup and Disaster Recovery, Phone Systems (PBXs, VoIP), Active Directory, Group Policy, DHCP, DNS, IIS
- Strong Web Development & Support Skills including: Languages: SQL, ASP.NET, JavaScript, HTML & CSS, Content Management Systems (CMSs), Learning Management Systems (LMSs) (Moodle), Microsoft Operating Systems, Microsoft Office Products, Cloud Services (e.g. Google Apps, Microsoft Office 365)
- 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:

- Virtualization and SAN Administration
- Network Administration
- Coordinate and Support District Electronic Communications (Phone, Cellular, PTT, Email)
- Administer Windows Server Environment
- Support Phone Systems and ensure essential levels of service are maintained
- Develop, Design, and Support District Websites
- Web Support for Teaching and Administrative Staff
- Ensure proper levels of web filtering according to district, state, and federal regulations
- Design and maintain infrastructure for critical data accessibility, permissions, backup, and recovery
- Provide Helpdesk support (both phone and on-site) for work order ticket resolution
- Train and provide instruction for staff on use of district hardware and software systems
- Provide support for disparate and legacy systems
- 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 August 2013