Palisades Charter High School

Technology Supervisor

CLASS TITLE: Under the direction of the Director of Operations, the Technology Supervisor oversees the technology department and oversees/supervises the work of the Technology Technician I and the Computer Specialist.

REPORTS TO: Director of Operations

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:

1. The technology supervisor is responsible for establishing the technology infrastructure and creating the overall technology vision for the school.
2. Implementation and maintenance of the school's Infinite Campus, I-Pad program, and the Student Information Systems databases.
3. Facilitates and leads on-going technology workshops for staff and students.
4. Anticipates system upgrades and changes and trains all staff on the new updates in a group or 1:1 training.
5. Analyzes, designs, implements, troubleshoots, and integrates Infinite Campus databases to meet school, district and state information requirements. Works collaboratively with the technology department staff in resolving all technology related issues and concerns in a timely and efficient manner.
6. Webmaster responsible for maintaining the PCHS website.
7. Ability effectively supervise and coach subordinates
8. Provide immediate/timely customer service to PCHS staff and stakeholders.
9. Operate, control, and monitor computer and related equipment including computer terminals, printers to process material for regular and special reports.
10. Possess a thorough knowledge of technology processing procedures.
11. Run production jobs of primary systems scheduled in accordance with system operations instructions; monitor system; identify malfunctions and troubleshoot problems.
12. Possess a thorough knowledge of technology processing procedures.
13. Initiate corrective action to maintain student cumulative records and to assure integrity of production files and output.
14. Coordinate system down time for preventive maintenance; assist in the review and revision of operating procedures with staff.
15. Perform maintenance of computer equipments, printers, scanners, etc.
16. Perform special projects as required; perform test runs on new programs; prepare monthly reports; maintain a data library.
17. Maintain and coordinate maintenance of computer room.
18. Order, technology inventories and stores equipment, supplies and forms.

19. May assist with systems migrations to newer web-based applications.
20. Respond to questions by email and phone regarding system operation or problems with respect to reports or special production runs.
21. Ensure the accuracy of all input/output by reviewing source material, reports, documents, and other material.
22. Schedule work to secure maximum utilization and to meet deadlines; assist in establishing operations priorities in order to provide effective service to all users.
23. Maintain contact with users and programmers to coordinate activities for best results with least possible delay.
24. Responsible for the implementation of the newest software applications being introduced to the school.
25. Provides training in a group setting for school staff on the microcomputer system and online software applications.
26. Ability to listen to user needs and clearly translate those needs into technology
27. Analyzes District database requirements and Assists with the analysis of database information.
28. Maintains the integrity, performance, reliability and security of the District's databases.
29. Understands database tables to store school-defined data; performs data analysis and creates queries and reports.
30. Designs, tests, and implements the applications to meet specific data needs for projects.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:

- General principles and operations of computer systems, related equipment, data processing techniques, computer procedures.
- Complex software programs and general elements of programming design.
- Proficient knowledge of Infinite Campus, Microsoft Office, SIS or other Student Information
- Systems analysis methods and procedures.
- Principles, practices and techniques of database structures within a web-based environment.
- Database management applied to web-based systems.
- Computer hardware systems, software applications, databases and programming languages utilized by the school.
- User interface issues, navigation and computer software architecture.
- Documentation methods for programs, files and databases.
- Develop, modify, test and implement the District's student information software applications and related systems.
- Transition to transition to new database systems, including data conversions,

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training and full implementation.

- Install software components and edit configuration.
- Read, understand and interpret technical documentation.
- Document technical information in writing.
- Install software components and edit configuration data file systems and directories.
- Train and support system users in the use of database applications.
- Analyze data by linking database tables and creating queries.
- Work effectively with all levels of internal and external personnel.
- Communicate clearly and concisely, both orally and in writing.
- Plan and organize work to meet schedules and timelines.
- Work under limited supervision with a broad framework of standard policies and procedures. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work effectively with teachers, students, administrators and other school-based stakeholders.
- Maintain Health and safety regulations and safe working practices.
- Principles and practices of supervision and training.
- Understands school organization, operations, policies and objectives.
- Record-keeping techniques and correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy and oral and written communication skills.
- Operation of a computer and assigned software. Methods of collecting and organizing data and information.
- Full understanding of DNS
- The ability to plan, test for and implement a new OS roll out for server and clients
- Understand Active Directory tree structure
- Understanding of software and hardware security measures
- Ability to design and implement OS and AV patch update strategies

OTHER DUTIES:
Perform related duties as assigned.

ABILITY TO:
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Assure efficient and timely completion of operations related projects and activities.
Understand and resolve issues, complaints or problems.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain laws, education codes, regulations, policies and procedures.

Maintain a variety of records and files.
Meet schedules and timelines.
Plan, prioritize, organize and schedule work.

WORKING CONDITIONS:
PHYSICAL ABILITIES:
Walking and seeing to inspect school facility.
Hearing and speaking to exchange information and make presentations.
Sitting and standing for extended periods of time.
Bending at waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

LICENSES:
   Valid California Class C driver's license.

EDUCATION AND EXPERIENCE:
1. Bachelors, Masters Degrees or higher degree in computer information systems, computer science or a closely related field.
2. Has a teaching credential in instructional technology or related field.
3. Seven years or more years of professional information technology systems experience.
4. Has had experience working in a school environment.

COMPENSATION and BENEFITS:
Bargaining Unit: Classified Management (At-will/Contract)

Salary Range:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
62,500.00	65,000.00	67,500.00	70,000.00	72,500.00	75,000.00	77,500.00	80,000.00

Work Days: 229 work days
Work Year: 12 Months
Hours: 40 hour work week/8 hours daily
Benefits: Medical, Vision, Dental, and Life Insurance