

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 19, 2014

Salary Schedule: 261; Row: 4

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: INFORMATION TECHNOLOGY SUPERVISOR

JOB PURPOSE STATEMENT:

Under the direction of the Director of Technology, the Information Technology Supervisor is responsible for assisting the Director of Technology in the supervision of all phases of the Information Technology Department operations. This is a designated supervisory position responsible for the performance and work activities of assigned technology personnel.

JOB FUNCTIONS:

- Research, identify, recommend, develop, coordinate and implement solutions that meet District information technology needs
- Identify and evaluate new technologies and their potential use within the District
- Maintains current knowledge of information technology and industry standards and trends
- Responsible for security of Information Technology systems (ITS), services and equipment
- Ensures District is compliant with ITS related regulatory compliance requirements
- Assign personnel to tasks on a regular basis
- Maintain all required records
- Prepare cost estimates of materials, equipment and labor for all ITS projects
- Schedule and coordinate various operations to keep ITS operations and services optimally functional
- Schedules, prepares and assists in the presentation of workshops and training, in coordination with Educational Services, for staff and students
- Works effectively with school site administration and staff to resolve ITS related issues
- Supervise large scale projects undertaken by district personnel and check work done by contracting firms
- Recommend training methods and work schedules for ITS personnel

JOB FUNCTIONS – continued:

- Check and approve all time cards of personnel as necessary
- Work closely with site and district administration and the community
- Other duties as assigned

Knowledge and Abilities

Knowledge of:

- Modern programming languages, web development and databases
- Security solutions, including firewalls and appliances/technologies designed to secure an enterprise class network
- Operating systems including OSX, Windows and Linux
- DNS, DHCP, NTP, IP, SNMP and other standard networking protocols
- Network addressing
- Network equipment and software maintenance
- Wide-Area and Local-Area Network topologies
- Computer hardware and software
- Storage Area Networks
- Server Virtualization
- Blades and other server technologies
- Enterprise class wireless technologies
- Reporting procedures, record-keeping, and report generation
- Applicable types of cabling, switches, routers, proxy servers, and network design
- Correct English, grammar, spelling, vocabulary, and math
- District policies, rules and regulations pertaining to assigned area

Ability to:

- Supervise and train adult and student workers.
- Be adaptable to changing priorities and schedules.
- Understand and follow oral and written instructions.
- Provide leadership in Information Technology Services.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate use of good judgment in decision-making processes.

Knowledge and Abilities – continued:

- Meet schedules and time lines.
- Understand and carry out both verbal and written instructions in an independent manner.
- Work independently with little direction and provide work direction to others.
- Use interpersonal techniques with tact, patience and courtesy.
- Work collaboratively in a team environment.
- Prioritize workload and conflicting demands.
- Promote workplace diversity and a positive work environment.
- Work effectively in a demanding environment.
- Maintain consistent, punctual and regular attendance.
- Read, comprehend, and apply complex instructions and technical literature. ·Train or assist in providing training to users in the District.
- Provide technical assistance.
- Use error-checking methods and high-level troubleshooting skills to identify and solve networking problems.
- Make mathematical calculations with accuracy
- Establish and maintain effective working relationships with staff, students, parents, and community members

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (up to 25 pounds), carry (up to 25 pounds), and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education/Experience:

- Completion of at least two years (48 semester/72 quarter hours of course work) of approved college level course in a related area
- Additional years of qualifying experience may be substituted for the required education
- Minimum of three (3) years of varied, responsible and successful Information Technology Services experience in an enterprise level network
- One (1) year in a supervisory capacity highly desirable

Licenses/Certificates/Bonding, and/or Testing:

- Microsoft, OSX and Cisco certification or equivalent experience
- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position