



David Douglas School District #40 Confidential Job Description

SYSTEMS ANALYST/Technology Shop Supervisor – TECHNOLOGY DEPARTMENT

Schedule: 8 hours per day / 12 months per year
Salary: As determined by the superintendent based on experience, qualifications, and comparables

POSITION PURPOSE:

- Supervises and evaluates the Hardware/Software Technicians (Technology Shop).
- Develops the yearly Technology Shop budgets and monitors budget expenditures.
- Monitors and maintains technology hardware/software inventory and makes recommendation on yearly upgrades.
- Manages the staff and student Google Domain including Google Classroom
- Provides wired/wireless support.

NATURE AND SCOPE OF RESPONSIBILITIES:

- In charge of the Technology Shop which includes supervising and evaluating the Hardware/Software Technicians
- Works directly with outside vendors to obtain software, hardware, and services based on the needs.
- Meets financial requirements by submitting information for budgets; monitoring expenses
- Maintains acceptable levels of performance of mission critical technology systems such as the Read180 and Imagine Learning servers
- Provides wireless and network support
- Develops procedures and documentation for the various technology systems
- Stays current with technological developments in systems administration technology and recommends ways for the district to take advantage of new technology
- Manages the staff and student Google Domain including Google Classroom
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Proactive, solution focused, and service orientated
- Protects organization's value by keeping information confidential
- Other duties as assigned

QUALIFICATIONS

- High School diploma or equivalent
- At least (2) years of coursework in Computer Science or a related field from an accredited college, technical school or university, or two (2) years on the job training in systems and web management
- SQL or other database experience
- A valid Oregon driver's license and meet insurance requirements to drive district vehicles- must be able to drive to various locations
- 21 years of age or older with work experience
- Ability to work harmoniously with others
- Ability to communicate appropriately and effectively (Orally and in writing) with others

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Must be able to travel to schools within district.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.