



David Douglas School District #40
Job Description
SUPERVISOR

IT TECHNICAL SUPPORT SUPERVISOR

Schedule: 8 hours per day / 12 months per year
Class:
Starting Date:

POSITION PURPOSE:

- Responsible for all end user technology support, repairs, inventory, replacement schedule, and related budget
- Supervises and evaluates the Hardware/Software Technicians
- Manages the staff and student Google Domain including Google Classroom

NATURE AND SCOPE OF RESPONSIBILITIES:

- Oversees end user technology support including hardware, software, peripherals, and related technologies
- Supervises and evaluates the Hardware/Software Technicians
- Manages the staff and student Google Domain including Google Classroom
- Manages and monitors the district's technology ticketing system
- Works with the Technology Administrator to resolve automation / rostering issues not related to the hardware or software
- Monitors and maintains technology hardware/software inventory and makes recommendation on yearly upgrades.
- Evaluates new and emerging end users technologies and makes recommendations to Director
- Meets financial requirements by submitting information for budgets; monitoring expenses
- Develops procedures and documentation
- Updates job related 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.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

Classified Instructions:

If you are a Classified Permanent, Temporary or Substitute employee you will click on the word "**Internal**", which is located on the top right of the screen. You will be taken to a section where you will fill out minimal basic personal information. The minimal basic personal section is a one-time only registration. You will then be taken to the Classified Transfer Request Form. In the future, if your personal information (name, address, phone number, or location) changes, it is your responsibility to update those changes in the system.

Apply at: <https://daviddouglas.schoolrecruiter.net>

External Applicant Instructions:

If you are an External Applicant applying for a Temporary or Permanent position, you will complete the **EXTERNAL** TalentEd application. **Please see link above.**

This position closes at 4:00pm., Tuesday, October 23, 2018.

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.