

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Supervisor of Information and Technology **DATE:** May 20, 2009
REVISED: Dec. 16, 2009

REPORTS TO: Director of Information and Technology **APPROVED BY:** Board of Directors

JOB SUMMARY: The Supervisor of Information and Technology works with all divisions to coordinate technology for the Midwestern Intermediate Unit IV. The IT Supervisor will provide help, direction, and leadership to the IU and its constituent school districts in support of the education community's technology needs.

DUTIES AND RESPONSIBILITIES:

1. Supervise, schedule, assign, evaluate and conduct staff meetings for the assigned members of the Information and Technology Department.
2. Coordinate the planning, deployment, management, and integration of an internal MIU IV network that meets staff needs and MIU IV management directives.
3. Develop and maintain an annual budget to insure the proper operation of the Information and Technology Department.
4. Plan, deploy, and manage web-based activities including: software integration, next generation planning and technology testing.
5. Plan, oversee, and direct technology security for the MIU IV.
6. Attend conferences, training schools, vendor demonstrations, and PDE sponsored seminars as they relate to the development of the vision of MIU IV internal, external, and network needs of the Information and Technology Department.
7. Provide leadership, advise, and make recommendations to the Technology Steering Committee and Management Team on technology issues.
8. Provide MIU IV staff with information on the availability of existing and emerging technologies in support of their mission in the organization, including: facilitating technology staff meetings and participating on various committees, as needed.
9. Devise, develop, implement and maintain systems of internal controls, emergency and backup procedures, proper licensing, system upgrades and disaster recovery plans to insure integrity of information, security of data bases, internal network access control, and other procedural issues.
10. Communicate with special education field staff about new developments in assistive and adaptive technologies and universal design.
11. Oversee the operation of the computer lab.

12. Participate in the research of and applications for various technology-related grants or revenue sources to support technology-related projects.
13. Perform other duties as assigned by the Director of Information and Technology.

QUALIFICATIONS: Five (5) years experience in technology preferred.
Bachelors or Masters Degree in Information Management Systems preferred.
Strong experience in previous technology management position desired.
Overall technology experience is required that includes knowledge of operating systems, hardware, software, and network applications.
Excellent management, organizational, planning and interpersonal communication skills.
Excellent verbal and written communication skills.
Ability to develop and present material to groups and individuals.
Ability to interact with individuals at all levels of the organization.
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
Submission of a State and Federal criminal history report.
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Some stooping, kneeling, bending, and twisting of the body required
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office environment
Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess supervisory skills

(Approximate employees - 20 directly/4 indirectly)
Must possess computer skills
Ability to operate various technology equipment
Ability to operate various office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)