

Section: G—Personnel

Policy Code: GFAEM—Job Description: Administrative Technology Supervisor

Policy:

Job Title: Administrative Technology Supervisor

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ESSENTIAL FUNCTIONS:

- Assist school and district administrative personnel with support software.
- Coordinate document flow and e-signature process.
- Design and perform training for school principals and assistant principals on all technology needs to support their schools and teachers.
- Work with EdTech department and Curriculum department to align support software.
- Coordinate with district office departments to support software needed by each one.
- Coordinate training for all district personnel on need support software including but not limited to transportation software, Marathon, School Status, Google Suite, etc.
- Assist the IT department in software implementation.
- Act as liaison between principals/directors and the IT department on software issues.
- Work with EdTech department to support administrative functions of EdTech software.
- Maintain District Website and Media Outlets.
- Supervise staff involved in software implementation projects involving admin or educational software.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree, Master's preferred, Instructional Technology Degree preferred
- Hold at least a valid class "A" MS Educator License or be able to obtain one within a year of hire date
- Five Years Teaching Experience
- Extensive knowledge, experience, and successful implementation of instructional technology in a school setting.

SPECIAL QUALIFICATIONS:

Advanced Technology and Instructional skills are required to perform the essential functions of this position.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is

required to sit and stand for moderate periods of time and the ability to see and hear.

~~WORKING ENVIRONMENT:~~

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position typically works in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips and similar office work hazards. The stress level for this position is moderate and the noise level for this position is low to moderate normally.~~

~~TERMS OF EMPLOYMENT:~~

~~This is a 232 days per year position. Salary to be established by school board policy GGBA Level F1.~~

~~EVALUATION:~~

~~Evaluation of this position will be performed by the Information Technology Director. Criteria of success will include surveys, formal training plans, delivered training.~~

~~Exhibits:~~

~~Regulations:~~

~~References:~~

**~~Original Adopted
Date:~~** 9/11/2023

~~Status:~~ Adopted
~~Record Id:~~ 339334

**~~Approved/Revised
Date:~~** 9/11/2023