

Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes.

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: INFORMATION TECHNOLOGY SUPERVISOR

BASIC FUNCTION:

Under the supervision of the Director of Information Technology, supervises and trains school technical staff and Educational Services staff (Google Suite, Illuminate, Canvas, etc.); manages the student one-to-one device program.

DISTINGUISHING CHARACTERISTICS:

A Technology Supervisor should keep abreast of developments in relevant fields and have the ability to quickly diagnose tech-related problems. Outstanding candidates are able to meet deadlines and keep their team focused in stressful situations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Developing and overseeing the installation of software.

Performing tests and troubleshooting, as well as quality assurance.

Recruiting, training, and evaluating school-technical staff members.

Developing service manuals, as well as policies, and procedures.

Collaborating with other departments and professionals in the development of IT systems.

Ensuring all installations, maintenance, and upgrades are carried out on schedule and to specifications.

Delegating tasks and work schedules to technology staff.

Staying up-to-date with field advancements and ensuring the team receives refresher training as well.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practical experience installing and maintaining software is recommended.
Strong written and verbal communication skills.
Excellent interpersonal and leadership skills.

ABILITY TO:

Analyze informational requirements and needs, identify problems, examine alternatives, develop conclusions and recommendations, and design and implement solutions.
Train and evaluate the performance of assigned staff.
Apply principles of data processing to various problems.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Analyze, interpret and report research findings.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EMPLOYMENT STANDARDS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associates degree or higher in information systems, computer science, data processing, business administration or related field and/or three years increasingly responsible data processing and information systems analysis work including two years in computer software and troubleshooting, and database management and maintenance. Business administration background desired.

LICENSES AND OTHER REQUIREMENTS:

A valid, Class C, California driver's license and a good driving record is required and must be maintained during employment.
Relevant certification may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor.
Seasonal heat and cold or adverse weather conditions.
School facilities and District office to include classrooms, offices, other rooms and grounds.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to view a computer monitor.

Sitting for extended periods of time.

HAZARDS

Exposure to typical District/School workplace hazards.