

The IT Supervisor is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation and development for all areas within the IT department. The Supervisor will work closely with IT Administration and ensure that departmental projects are completed successfully and will work collaboratively with other departments as well as other district administrators in supporting school and student success.

**Chain of Command**

The IT Supervisor reports directly to the Executive Director of Information Technology.

**Competencies of the IT Supervisor**

The IT Supervisor shall possess deep knowledge of local, state and federal requirements as well as current policy related to Arizona Technology Standards in their area of assignment. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

**Essential Duties of the IT Supervisor**

- **Directly manage and supervise specified IT Staff**
- **Manage and lead District wide IT projects**
- **Train technology staff**
- **Oversee the monitoring and tuning of network infrastructure, systems, applications and technical projects**
- **Coordinate with vendors on District IT deployments**
- **Develop department policies and procedures regarding IT use**
- **Coordinate and participate in the daily work and operational tasks department wide**
- **Perform system admin functions for various District applications and infrastructure**
- **Assist and support department administration with management of desktop support staff**

**Minimum Qualifications**

Associate's Degree in Information Technology or related field and five years of advanced Information Technology experience including two years of supervisory experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Preferred Qualifications**

IT/Networking Certification preferred (i.e., Microsoft, Cisco, etc.)

**Licensing/Certification Requirements**

Arizona Driver's License

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