

Wachusett Regional School District

TECHNOLOGY SUPPORT

JOB DESCRIPTION

TITLE:

Assistant Supervisor of Information Systems

QUALIFICATIONS:

The Assistant Supervisor shall possess at least three (3) years of experience in an information systems management position or other related field with a Bachelor's degree in Computer Science or similar field preferred. The Assistant Supervisor shall possess other qualities of academic, professional, and personal experience that the District may specify.

REPORTS TO:

Supervisor of Information Systems

PERFORMANCE EVALUATION:

The Assistant Supervisor shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Assistant Supervisor of Information Systems is responsible for providing the operational assistance required to maintain a flexible administrative computer system. As a member of the Administrative Staff, he/she shall provide leadership for the School District, represent the District as appropriate at official school and community functions, inform the Supervisor of Information Systems of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the as requested. The Assistant Supervisor of Information Systems, in conjunction with the Supervisor of Information Systems, shall develop annual job goals that will become part of the criteria used to evaluate the Assistant Supervisor.

In carrying out these responsibilities, the Assistant Supervisor of Information Systems shall:

1. Maintain operation of the computer system(s) at all times, including backup and archives of system and user files;
2. Document problems and communicate with the Supervisor of Information Systems concerning problems and any recommended solutions;
3. Assist users of the computer system(s) to include training and support of users, as well as create and maintain user accounts;
4. Maintain proper and adequate documentation of procedures;
5. Assist in the coordination and implementation of new equipment and programs for administrative improvement as well as assist in system and software installation and updates;
6. Maintain student and financial information record keeping;
7. Maintain an up-to-date inventory of the Information Systems supplies and equipment;
8. Direct and/or perform data entry as required to include executing and monitoring all requested reports;
9. Assist schools in scheduling, grading, and attendance record keeping functions using the computer system(s);
10. Remain abreast of developments and innovations in the field and be able to share such developments and innovations with the staff of the District;
11. Conduct other administrative staff duties and responsibilities as directed by the Supervisor of Information Systems, including attending meetings as requested or required by the Supervisor; and any other administrative staff function required by the Supervisor of Information Systems.

SUPERVISES:

Staff as assigned by the Supervisor' of Information Systems

Updated on 4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: -4/24/97