



<b>Job Title:</b>	Assistant Superintendent Technology & Information Services	<b>Wage/Hour Status:</b>	Exempt/226 days
<b>Reports To:</b>	Superintendent	<b>Pay Grade:</b>	Professional Pay Grade 9
<b>Dept. /School:</b>	Technology Department	<b>Date Revised:</b>	May 20, 2011

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**Primary Purpose:**

Direct and manage the information systems and computer services for the district. Plan, implement, and administer short and long term strategies, tactics, work plans and projects that provide for the orderly and effective development, installation, and operation of information systems, computer and computer technologies, and departments/divisions as assigned.

**Qualifications:**

**Education/Certification:**

Degree in Computer Science, Management Information Systems, or a computer related field or equivalent work experience  
Master's degree in computer science, preferred

**Special Knowledge/Skills:**

Knowledge of database design, programming languages, computer applications and data communications  
Strong leadership and management skills  
Strong organizational, communication, and interpersonal skills  
Ability to manage budget and personnel

**Experience:**

Five years of successful experience in a management position  
Five to eight years experience in a computer related field  
Experience in working with software applications and network infrastructure

**Supervisory Responsibilities:**

Department of Technology Development

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Frequent district wide travel and occasional statewide travel; occasional prolonged and irregular hours.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*