



Job Description

Job Title: Supervisor of Technical Integration and Innovation

Position Code:

Job Classification: Exempt

Supervisor: Executive Director Technology

Pay Grade: 47

Contract Length: 245 Days

Job Summary

The Supervisor of Technical school Integration and Innovation will be directly responsible for the cooperative integration and leadership of the Technology Support Specialist (TSS) and Instructional Technology Coach (ITC) teams to ensure cross-functional deliverables, drive innovation and technical integration for school-based technology.

Essential Duties

1. Supervises the work of the ITC and TSS supervisors to ensure school-based technology is confidential, available, and secure.
2. Oversees technology implementation and coaching across the school division.
3. Creates and fosters collaborative environments to drive cross functional deliverables using agile methodologies.
4. Utilizes industry best practices to establish policy and procedures that govern asset management and technical coaching for teachers.
5. Drives information technology goals and objectives relative to technology support at the building level and ensures adequate technical coaching for teachers to support current technology and teacher needs.
6. Understands and implements industry best practices utilizing innovative technical solutions.
7. Demonstrates command and assumes leadership role with regard to interdepartmental policies and procedures.
8. Recommends and evaluates new system hardware and software configurations, installations, software, and vendor packages.
9. Supports the long-range and short-range strategic plan for technology by evaluating and recommending innovative solutions that assess students' technical needs.
10. Identifies the appropriate technology coaching needed for teachers.
11. Leverages emerging technologies to create an environment where ITCs and TSSs have a clear understanding of roles, responsibilities, and functional dependencies.
12. Possesses a clear understanding of digital transformation and how it can be leveraged immediately in a k-12 environment.
13. Manage all activities related to the support of the school division's technology to support end users through the services provided by the TSS and ITC teams.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. An ability to draft and govern cross-functional team training and professional development.
2. Performs any other related duties as assigned by the Executive Director of Technology, or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Any combination of education and experience equivalent to a Bachelor's degree and significant work experience (10 years). Master's degree in computer science, information technology, technology management or a related field and significant experience in computer, systems infrastructure, and network support preferred. Significant work experience (15 years or more) in the field of Information Technology, Instructional Technology and leadership will be considered in lieu of education. Must possess a comprehensive knowledge of the principles and practices in line with technology best practices and industry standards. Demonstrates success in technical leadership, agile principles, project planning and management (e.g., new installations, upgrades) involving multiples customer sites. Experience drafting policy and procedures aligned with industry best practices. Fosters working relationships throughout the school division to ensure technical changes and updates are communicated effectively. Must have the ability to effectively explain complex technical concepts to both technical and non-technical personnel. Must possess a valid Virginia driver's license with a good driving record.

Working Conditions and Physical Requirements

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

When performing the duties of this job, the employee is frequently required to sit; stand; walk; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move and push/pull up to 26 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment, centralized computer rooms, on-site locations and outside in the open environment. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions; moving mechanical parts; high precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level is usually moderate and occasionally loud when performing duties in centralized computer rooms.

Supervision Exercised: Instructional Technology Coaches (ITC), Technology Support Services (TSS), Information Systems Services Staff.

Supervision Received: Executive Director of Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Integration and Innovation will be required to follow other instructions and to perform any other related duties as assigned by the Executive Director of Technology or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Date Revised 7/2023 jsa