



**POSITION DESCRIPTION**

<b>JOB TITLE: Instructional Technology Supervisor</b> Job Class: 1606		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Department of Finance & Operations	<b>DIVISION</b> Division of Technology
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Provide overall technical support in the utilization of the district's video/audio media resources, which includes WYMS Radio, ESCC-TV and interactive video sites to support teaching and learning. This includes technical training on using video equipment, developing equipment and network specifications, troubleshooting and repairing equipment and facilitating installation of equipment. Facilitate the scheduling of interactive video courses and events.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provide in service technical training and support for school interactive video coordinators in the proper utilization and preventive maintenance of interactive video equipment.
2. Coordinate the scheduling of all video distance education courses and events with appropriate hardware and software.
3. Facilitate video/audio equipment troubleshooting and repair support including the interfacing with appropriate vendors and facilities and maintenance staff.
4. Assist in the development of grant proposals and other funding sources such as E-rate to expand the technical capacity of video/audio media with the district.
5. Develop purchasing specifications for video/audio media equipment that assures compatibility and connectivity with all systems within the district.
6. Assist in the development and implementation of video streaming technologies that will support the MPS Curriculum Design Assistant software.
7. Co-chair a video steering committee for the development of policies and procedures to guide the overall direction of video media within the district.
8. Provide technical leadership in joint planning of video/audio media implementation with MATC and UWM.

9. Co-chair a district wide video users group for the implementation of curriculum enhancement courses and events involving video media.
10. Serve as a liaison to other video networks including representation to WADEN (Wisconsin Association of Distance Education Networks) as well as assuring that MPS is appropriately represented on WADEN subcommittees.
11. Assist in the development of an evaluation and reporting process with support documentation that measures the effectiveness of video/audio media.
12. Serve as a liaison to the WISE (Southeast Wisconsin) video user group in the development of video curriculum opportunities with other school districts in the CESA #1 area.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Very little routine work as there are many different models and manufacturers of equipment that needs to be supported; considerable opportunity for problem solving and the need to make technical decisions are inherent in this position. Supervision received is from the Director of Technology and is usually on a weekly basis at managers meetings or other meetings.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

**JOB REQUIREMENTS:** 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Minimum of a Bachelor's degree, with a Master's degree preferred, from an accredited institution with advanced degree course work in using and supporting video/audio media in education.

**Experience Requirements**

Five years of K-12 or post secondary education experience and a minimum of two years experience in purchase, installing, troubleshooting, repairing and supporting video/audio media equipment.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Travel to various locations during the work day for meetings, troubleshooting equipment and technical training. The hours of work frequently go beyond the normal 8:00 to 4:30 work day with some weekend work for repairing and installing systems. Time pressure and stress from urgent calls to get equipment repaired and functioning quickly.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** 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 with or without reasonable accommodation.

Ability to lift and move computer and video equipment for meetings and training workshops.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**