

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** MEDIA/TECHNOLOGY SUPERVISOR **File 116**

**Reports to:** Director of Educational Services

**Job Objectives:** Administers the district's media and technology program. Promotes an effective learning environment. Plans and implements strategies to enhance staff and student use of media/technology resources, including the internet and the district's website. Keeps the director of educational services informed about emerging issues.

**Minimum Qualifications:**

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Master's degree or higher with training in curriculum and instruction.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of media/technology services.
- Works with principals, program supervisors, and staff to evaluate the specific media/technological needs of each building.
- Upholds board policies and follows administrative procedures.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan.
- Develops a strategy to accomplish personal performance objectives within specified time lines.
- Participates in media/technology staff selection and orientation process
- Ensures equitable distribution of workloads and extra assignments. Approves timesheets.
- Oversees media/technology staff training in procedures to effectively accomplish their duties. Promotes the development of staff leadership.
- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.
- Administers the board-approved budget for assigned areas of responsibility.
- Coordinates the selection of new media/technology resources. Ensures the equitable apportionment of resources throughout the district.
- Oversees the maintenance and repair of media/technology resources. Approves the disposal of outdated or nonfunctional equipment and other fixed assets following board-approved procedures.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Develops common goals with staff to improve student learning through the effective use of technology resources.
- Participates in staff meetings and professional growth opportunities.
- Oversees the provision of orientation programs that instruct staff and students in the use of media/technology resources.
- Keeps informed about community resources. Plans cooperative programs.
- Encourages staff to develop and disseminate innovative program materials.
- Oversees a variety of digital multimedia for acquisition, reformation, storage,

transmission, and publication.

- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code. Helps assigned staff with student discipline issues.
- Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop new skills. Participates in staff evaluations when requested.
- Provides leadership in the planning and delivery of staff development programs.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available media/technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Works with teachers to explore adaptations that will enhance classroom activities.
- Oversees the development and maintenance of the district's web site.
- Work with the technology committee to update the district's technology plan. Helps prepare competitive bid specifications.
- Assists with the preparation of foundation/grant proposals as directed.
- Arranges software demonstrations. Notifies staff about new acquisitions. Provide individual and small group opportunities for training and problem solving.
- Works with supervisors to help staff improve proficiency with media/technology resources. Helps plan and present in-service programs.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to airborne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Adopted: 2/15/05