

**Killeen Independent School District**

**Job Description**

**Job Title:** System Supervisor

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Director for Information System

**Date Revised:** August 7, 2023

**Dept./School:** Technology

**Pay Grade:** AM6

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**Primary Purpose:**

Responsible for presiding over the support, analysis, development and/or administration of the Support Systems. Evaluates, analyzes, and identifies the needs of district personnel that require application/system administration, development, support, training, or processing. Serves as a Project Manager or a technical resource to the Data and Information Services staff.

**Qualifications:**

**Education/Certification:**

Bachelor's degree required, and three years of technology-related work experience or three years teaching/training experience, or combination of the two required. Familiarity with Eduphoria, Resource Management, Laserfiche, and True Credential software's preferred.

Experience working with restricted information and the aptitude in maintaining the integrity of sensitive data, preferred.

**Major Responsibilities and Duties:**

Consults with the Data and Information Services staff to develop, document, support, train, and manage processes for application/system design to address reporting requirements for district, local, state, and federal purposes.

Consults with campus and district-level personnel to perform needs analysis and prioritizes the development of solutions to those needs.

Consults with the Director for Information Systems in establishing and maintaining necessary security measures for protection the privacy of district data.

Communicates with the Director for Information Systems the status and scheduling of projects.

Analyzes, installs, and tests software upgrades.

Serves as a technical resource person to the Data and Information Services staff.

Advises Technology Services management in new or innovative tools to assist in program maintenance or development.

Is knowledgeable of KISD relational databases, which include data structures and their components.

Analyzes, extracts, and manipulates data as needed for reporting district, local, state, and federal purposes.

Escalates urgent technical tribulations requiring more in-depth knowledge to appropriate internal resources.

Stays informed on important legislation, court decisions, regulations, and policies that affect the district.  
Remains knowledgeable of current technology.

Translates business needs to technical specifications.

Creates and assign visualizations of reports and applications for requested projects.

Works with team members to build knowledgebase and provide backup assistance when necessary.

Documents change and process along with completing the work; regularly communicate development status.

Understands and follows industry best practices in all work performed.

Develops and maintains working relationships with a diverse group of district users to gain an in-depth understanding of the district's business processes to support the delivery of usable information.

Develops and update technical documentations and specifications.

Performs other duties as assigned.

**Supervisory Responsibilities:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

**Tools/Equipment Used:** Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools.

**Posture/Physical Demands:** Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting. 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. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. The employee is required to regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.

**Lifting:** Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

**Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses, as assigned. The noise level in the work environment is usually moderate.

**Mental Demands:** Work with frequent interruptions; emotional control under stress.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.