DATE: June 9, 2017

Replies must be received in the Office of Human Resources by 4PM on **Friday, June 23, 2017.**

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore

 Assistant Superintendent for Human Resources

RE: ANTICIPATED VACANCY –**Supervisor of Information and Technology**

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| POSTING NAME:**SPVR-INFO&TECH** | **Supervisor of Information and Technology** |
| **QUALIFICATIONS:** | 1. Hold NYS School District Administrator (SDA) or School District Leader (SDL) certification.
2. Preferred Master’s Degree in Instructional Technology, Information Technology.
3. Preferred an Advance Graduate Certificate in Educational Leadership.
4. Possess exceptional IT technical background and demonstrated non-IT system project management skills with the ability to manage IT and execute a variety of activities and tasks.
5. Demonstrated excellent written and oral communication skills, strong interpersonal and consensus building collaboration skills.
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| **JOB GOAL:** | The Supervisor must be a strategic thinker with strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology. The Supervisor will assist the Executive Director in overseeing the district’s technology department, guiding, supporting, mentoring, monitoring and evaluating technology team members to ensure that each of them serves as a strong leader and creates an environment of shared knowledge and purpose among the technology team. The Supervisor will assist in the development and implement a strategic vision for the use of technology in the district in both the academic and infrastructural systems. |

A complete job description may be found on the District’s website at [www.newburghschools.org](http://www.newburghschools.org) under the ‘EMPLOYMENT’ tab.

**Internal candidates:** please respond in writing (posting name must be included) ***AND*** include current resume with letter of interest (letter of interest can be obtained on the Newburgh School Website) on or before closing date to: Michael McLymore, Assistant Superintendent for Human Resources,

124 Grand Street, Newburgh NY 12550. OR FAX TO: 845-563-3468

***\*PLEASE DO NOT EMAIL Mr. MCLYMORE DIRECTLY\****

**External candidates:** applicants must respond via the OLAS Web Site **(**[**www.olasjobs.org**](http://www.olasjobs.org)**)** before closing date. If you do not have access to a computer, or need assistance in the application process, please notify the Office of Human Resources.

MM:tc