



A World-Class Community of Learners

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE District Technology Manager **CONTRACT REFERENCE** Individual

TITLE OF IMMEDIATE SUPERVISOR Director of Educational Services **VERSION DATE** 2013

JOB SUMMARY

Provides leadership and technology strategy aligned with district goals and technical expertise in the design, development, support and management of the technology systems and operations. Supervises technology staff.

TASK NO. FREQUENCY BAND/GRADE

| The essential functions of this job include, but are not limited to, the following fundamental job duties: | | | |
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| 1. | Ensures that all district Local Area Networks (LAN) and Wide Area Networks (WAN) remain operational including voice communication systems, wireless network, Internet access, content filtering, anti-virus protection, and e-mail system. | | |
| 2. | Manages and provides hardware and software maintenance, training and consultation, and recommendations about future planning and development of resources. | | |
| 3. | Recommends for hire and supervises technology personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, networks and technology systems. | | |
| 4. | Monitors and manages district technology operating and capital budgets. | | |
| 5. | Recommends policies, procedures and standards regarding technology use. | | |
| 6. | Serves as chair of District Technology Committee. Develops, implements and oversees the District Technology Plan | | |
| 7. | Coordinates the implementation of technologies across the district with other departments. | | |

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| 8. | Assists and trains staff on technical tools available for their use. | | |
| 9. | Initiates innovative applications of information technology across the District through consultation and collaboration | | |
| 10. | Serve as district security officer for all technology systems and specifying system formats for employee access. | | |
| 11. | Maintains current and accurate inventory of technology hardware and software and develops a procedure that assures an ongoing review to update existing technology. | | |
| 12. | Manages district learning management systems, collaborative work spaces/applications for students and staff, student information system, and business/administrative systems. | | |
| 13. | Other duties as assigned. | | |

QUALIFICATIONS (Specific training or job experience required before appointment)

- Bachelor's degree in technology and/or education related field
 - 3 years of successful management and supervisory experience
 - 3-5 years experience with network management
 - Successful experience with and strong knowledge of multiple platform computer hardware, software systems, programs, networks, and security systems.
 - Experience with budget management
 - Strong service orientation
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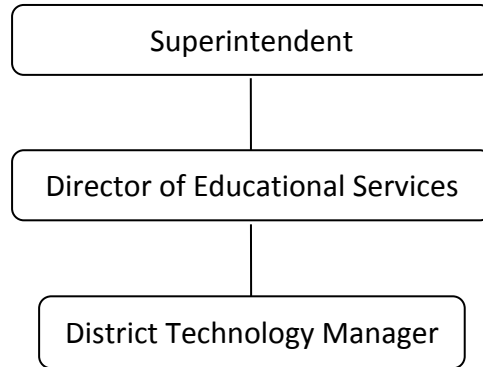
JOB TITLE

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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.