

Position Title:	District Technology Manager		
Location:	District Office		
Reports to:	Chief of Staff		
Work Schedule:	12 Month, 234 Days	Employment Type/FLSA Classification:	Full Time/Exempt
Funding Source:	This position may be 100% or partially grant funded. Employment is contingent upon the availability of funds.		

Primary Role and Purpose:

Responsible for the overall management of the Information Technology Department and strategic planning of technology systems districtwide. Provide expertise and direction in the development, deployment, and use of information technology in the district.

Education:

- Bachelor’s degree in computer science or related field preferred

Experience:

- Two years of experience in supervision and management of an information systems department for a small/medium organization
- Must pass and maintain a satisfactory outcome of a fingerprint-based background check. Responsible for payment of a non-refundable fee (approximately \$50.00).

Major Responsibilities and Duties:

Technology and Information Management

- Analyze complex business needs presented by schools and administrative departments, and develop and implement technical solutions. Explain technology solutions to senior management through presentation and advocacy.
- Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives.
- Develop and implement district standards and specifications for hardware and software use, and computer networking.
- Devise, develop, implement, and maintain systems of internal controls, emergency and backup procedures, proper licensing, system upgrades, and disaster recovery plans to ensure integrity of information, security of databases, and internal network access control.
- Oversee support between the education service center and district staff, including programming, application support, and end-user support.

Policy, Reports, and Law

- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.
- Compile, maintain, and file all reports, records, and other documents as required.
- Participate in the research of and application for technology-related grants or revenue sources.
- Follow district safety protocols and emergency procedures.

Budget and Inventory

- Develop and administer the information technology budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
- Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.
- ERATE Coordinator

Personnel Management

- Prepare, review, and revise technology department job descriptions.
- Select, train, supervise, and evaluate staff, and make recommendations relative to assignment, retention, discipline, and dismissal.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of information technology department employees. *

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals

Posture: Prolonged sitting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work is primarily performed in an office environment with frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours

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

**This position will not meet the executive exemption test if the employee supervises fewer than two full time employees.*

Other

- Works with minimal supervision
- Maintains confidentiality at all times
- Plays an active role in faculty and district meetings and assists on staff committees as necessary
- Maintains a punctual and excellent attendance record
- Position requires extended working hours

All primary roles and major responsibilities are listed. Additional duties and skills may be required and assigned for this position.

Human Resources Signature: _____

Date: _____

Employee Signature: _____

Date: _____