

Technology Manager Job Description

TITLE: Technology Manager

QUALIFICATIONS:

- High School Diploma with commensurate employment experience or College Degree in the technology field
- A certificate of good health signed by a licensed Physician
- Employment and supervisory experience in technology, computer networks, websites, and email account development and maintenance
- Comprehensive technical training and/or extensive related background experience in hardware, software, computer networks and educational technology applications
- Knowledge and experience of computer hardware and software including but not be limited to comprehensive networking, software installation, system and user support, and network security
- Knowledge and experience of current software/ hardware, wireless networks and Internet services/applications utilized within Kendall County Special Education Cooperative (KCSEC) is required
- Training experience with diverse educational professional age groups and varying levels of user expertise
- Meet such alternatives to the above qualifications as the KCSEC Governing Board may find appropriate and acceptable

REPORTS TO: Director of Special Education or his/her Designee

FUNCTION: To manage technology, email, and provide website development and maintenance for KCSEC facilities, classrooms and personnel.

RESPONSIBILITIES

Professional Performance Responsibilities:

A. Technology:

1. Creates and proposes a fiscally sound annual technology budget to the Director of Special Education or his/her designee.
2. Develops an ongoing multiple year technology plan for KCSEC in conjunction with the Director or his/her designee.
3. Oversees the purchase, set up, installation, configuration, repair, upgrade

and maintenance of new and existing academic and administrative computer workstations, laptops and/or peripherals (printers, etc.) in all KCSEC facilities and classrooms.

4. Oversees the purchase, installation and maintenance of all phone equipment and systems in KCSEC classrooms and facilities.
5. Supervises the installation of new software and upgrades of existing software across KCSEC facilities and classrooms.
6. Coordinates the troubleshooting of computer hardware and software and associated conflicts.
7. Initiates the required reformatting of hard drives and the reinstallation operating systems and applications when needed.
8. Utilizes appropriate utilities to resolve user problems, saving files, restoring lost files, etc.
9. Maintains an asset inventory of computers, laptops, peripherals, and IP addresses.
10. Coordinates and facilitates support and training to KCSEC administration and staff as necessary including staff development classes.
11. Coordinates with outside vendors and providers for troubleshooting and/or project implementation.
12. Continues to seek training to further job skills in operating systems and District hardware, software and network development, security and maintenance.
13. Consults with KCSEC administrators, district building computer/systems technicians, and Principals individual program/classroom needs.
14. Purchases network computers in KCSEC facilities and classrooms and facilitates and supervises settings, wiring, and troubleshooting support for network connectivity problems.
15. Coordinates the adding and removal of new and old users to the network, control access rights and facilitate the troubleshooting of basic user account problems.
16. Provides the best possible Content Filtering Security for computer networks at all KCSEC facilities.
17. Manages the inventory of and maintenance of current software operating systems and software licenses for all KCSEC employee users.
18. Provides an organization wide verification system that insures the software used in buildings is licensed and current and does not exceed the number of purchased licenses.
19. Maintains an effective user hardware, software, and service/repair request system that includes a log that documents requests, technician response and user request resolution.

B. EMAIL:

1. Creates and proposes a fiscally responsible annual email maintenance

- budget to the Director of Special Education or his/her designee.
2. Develops and maintains a cost effective email account system for all KCSEC employees.
 3. Develops and maintains secure email system that protects students', parents' and KCSEC employee confidentiality.
 4. Oversees the management of the addition of new users and user groups to the network, the removal of old user and user groups, the control of access rights and troubleshooting and support of basic user account problems.
 5. Manages the development and maintenance of an effective Spam Control Filter for all email accounts.

C. Website:

1. Creates and proposes a fiscally responsible annual website development and maintenance budget to the Director of Special Education or his/her designee.
2. Assures the maintenance of current KCSEC domain and website registration.
3. Coordinates website development, maintenance and security.
4. Creates and maintains a management system that implements timely website content requests that includes content approval, addition and content removal.
5. Coordinates the development and initiation of new features on the live website.
6. Manages feature requests within the development budget including the creation of or subcontracting of "code" programming to provide new website features.
7. Manages the testing of new website features on MAC and PC platforms using standard current browsers.
8. Coordinates the resolution of and the provision of support regarding the utilization of all new website features.

- D. Completes all other duties as assigned by the Director of Special Education or his/her Designee

EVALUATION: Annually by the Director of Special Education or his/her Designee