Position Summary

Provide technical project management.

Reporting Relationship

Report to the Director of Educational Technology

Duties and Responsibilities

Develop technical implementation plans and documentation and manage technical projects.

Provides leadership for technical staff as assigned.

Facilitate meetings and user groups, such as meetings with building technology liaisons, computer lab managers, and other district staff as appropriate.

Conduct needs assessment, design and or facilitate training for district technicians, building technology liaisons and other staff providing technology support for instruction or operations.

Identify opportunities for providing technology services to buildings and departments.

Assist in establishing district wide hardware and software standards, security policies and procedures.

Assist Network/Information Systems Administrator in the development, monitoring, and maintenance of backup and recovery procedures.

Document technical processes and procedures as required.

Conduct technology audits for schools and programs as needed.

Assist with federal and state e-rate related applications and technology planning.

**TECHNOLOGY SERVICES
MANAGER**

Duties and Responsibilities (continued)

Assist schools and programs with problem solving, identification of hardware and software solutions and other appropriate resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of technical training techniques.

Considerable knowledge of developing and conducting a needs analysis.

Considerable knowledge of applicable computer software including Microsoft Office and familiarity with enterprise systems in human resources, finance, student records or related fields.

Considerable ability to plan and implement projects.

Considerable ability to assist buildings with problem solving and identifying appropriate application of technology.

Considerable ability to provide software support and/or development.

Considerable ability to communicate technical information to non-technical audiences.

Minimum Qualifications

Bachelor's degree in computer science, management information systems, business or public administration or a related field, four years experience in technology related services or project management, and two years in a supervisory or management position.