SAUK PRAIRIE SCHOOL DISTRICT
JOB DESCRIPTION

POSITION: Technology Manager

REVISED: January 2011
February 2015

QUALIFICATIONS:
1. Experience effectively and consistently managing information technology departmental resources to meet teaching, learning, and organizational needs.
2. Experience effectively and consistently prioritizing tasks and meeting short and long term deadlines including large information technology projects.
3. Strong technical skills and experience including: wireless and wired networking technologies (switching, routing, etc.), desktop and server operating systems(Microsoft Windows and SLES *ideal*), server virtualization(Vmware), and VOIP telephone systems(Avaya, Shoretel, Mitel).
4. A strong desire to provide quality customer service to meet teaching, learning, and organizational needs.
5. A strong desire to deliver quality results in a consistently timely way despite challenges and setbacks with the available information technology departmental resources.
6. Strong communication and problem solving skills, and ability to learn and adapt quickly.
7. Experience successfully managing and securing hundreds or thousands of Microsoft Windows computers, *desired*.
8. Experience successfully managing large Microsoft Windows computer replacements, *desired*.
9. Experience successfully developing and distributing Microsoft Windows images, *desired*.
10. Experience successfully managing and developing information technology employees, *desired*.
11. Experience successfully managing a help desk, *desired*.
12. 2 year or 4 year technical degree program like computer science, management information systems, or related field, *desired*.
13. Shall be able to bend, lift, crouch, kneel, and walk in order to perform essential functions.
14. Possess a valid Wisconsin driver's license for travel between district school buildings.

REPORTS TO: Technology Coordinator

SUPERVISES: Technology Assistants

GENERAL FUNCTIONS: Manage the maintenance, repair, replacement, and support of computers and their applications and peripherals as well as ensure their reliable connectivity to wired and wireless networks. Manage network and technical systems, resources, and people as well as the day to day help desk response to effectively meet staff and student needs in a timely way.

PERFORMANCE RESPONSIBILITIES:
Specific duties include, but are not limited to the following:
1. Work with staff in a positive and effective manner.
2. Maintain the confidentiality of student, staff, and district information.
3. Establish and update key departmental records and information resources including hardware and software inventories.
4. Perform assigned tasks with minimal direct supervision
5. Comprehend multiple directives and establish job priorities.
6. Effectively and efficiently manage technology resources (hardware, software, time, money, people) to meet district needs while ensuring the continued and reliable operation of the technology infrastructure including, but not limited to, Skyward Student and Finance, QuickBooks, Destiny, Fitnessgram, and Unitrends systems.
7. Ensure computers have needed software and peripherals, and establish policies to ensure staff and student computers operate reliably and return to service quickly after a failure.
8. Take proactive steps, including data back-ups, to protect technology resources from potential disasters that could adversely affect district operations or data. Ensure key and vital systems are available outside of regular business hours including weekends.
9. Manage, implement, and update, as necessary, the district computer replacement plan to ensure computers are replaced in a regular, sustainable, predictable, and timely way.
10. Serve as primary technical resource and problem solver either directly or through third party resources or consultants, where appropriate. Maintain strong job related technical skills and knowledge.
11. Manage and support Technology Assistants and Student Technicians.
12. Manage day to day help desk response to best serve staff and students.
13. Work constructively with Technology Coordinator through regularly communication to support effective planning and decision making.
14. Perform other duties as requested or assigned.

TERMS OF EMPLOYMENT: Work as a salaried, professional information technology person and manager; the job is performed as required with a standard workday, week, and year as a guide only. Additional hours are not uncommon and may include weekends and evenings to complete important time sensitive projects or to address problems with key or critical systems.

EVALUATION: Conducted at least once every three years or as necessary by the Technology Coordinator.

WORKING CONDITIONS: Will be working in multiple buildings within the district, which may require driving personal vehicle. Must be able to physically lift and handle computer equipment in order to remove, install, or relocate equipment.