

PROFSSIONAL JOB DESCRIPTION



TITLE: Technology Manager

REPORTS TO: Supervisor of Technology

POSITION GOAL:

To provide technical support in the repair and maintenance of District owned devices.

QUALIFICATIONS:

- High school diploma or GED, college degree preferred
- Experience with Active Directory preferred
- Technology experience in an educational setting, preferred

PERFORMANCE RESPONSIBILITIES:

- Field tech responsibilities – responding to help desk tickets
- Working knowledge of PC and Apple operating systems
- Working knowledge of projectors and audio systems
- Miscellaneous classroom technology trouble-shooting.
- Help with the management of 1:1 fleets of laptops, iPads, Chromebooks
- Install computer hardware, peripherals, and network equipment and application software to maintain a safe and effective district and site operations including classrooms, library, computer labs, and office computer and/or equipment.
- Repairs computers, peripherals, and software, requiring specialized computer at the repair shop for maintaining computer in a safe and functional operating condition.
- Upgrade computers, peripherals, and software applications (e.g. installation, testing, configuring, etc.) for meeting the computer processing needs of the users.
- Warehouse computer parts, supplies, and materials for establishing an inventory of items commonly required to repair computer hardware.

OTHER FUNCTIONS

- Demonstrate initiative and the ability to work independently without close supervision.
- Ability to problem-solve a variety of issues
- Effective oral and written communication skills with the ability to communicate technical information to non-technical staff.
- Effectively manage multiple responsibilities in various locations throughout the District.
- Demonstrates integrity and maintains confidentiality.
- Works well with others, maintaining positive and effective communication with school personnel and works well with other technology employees on jobs that require more than one person.
- Is respectful and appropriately interacts with staff, students, and visitors.
- Upholds and adheres to safety rules and policies of the Newton Community School District safety program.
- Supports the goals and objectives of the school district and follows all district policies.
- Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- Perform all duties in a safe manner to avoid injury to oneself and/or others.

PHYSICAL REQUIREMENTS:

Bending, carrying, climbing, driving, lifting, pushing-pulling, reaching, sitting, standing, walking.

WORKING CONDITIONS:

1. Includes extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT:

Twelve (12) months per year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board policy on evaluation of classified personnel.