JEFFERSON ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: INFORMATION TECHNOLOGY MANAGER

BASIC FUNCTION:

Under the direction of the Director of Technology and Curriculum Integration, plan, organize, coordinate and manage operations and activities related to the installation, operation, maintenance and repair of computer hardware, software, peripherals and network and data systems; plan, coordinate and supervise data management activities to meet the automated record-keeping, computerized reporting and needs; train and evaluate the performance of assigned personnel in support of informational and instructional technology goals.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and manage operations and activities related to the procurement, installation, operation, maintenance and repair of computer hardware, software, peripherals and network and data systems; oversee the inspection, troubleshooting, diagnosis and repair of system malfunctions and problems; assure the integrity and security of computer systems and data files; prioritize and manage work orders.

Oversee cybersecurity in all aspects of JESD operations and applications.

Plan, coordinate and supervise data management activities to meet the automated record-keeping, computerized reporting needs; student information systems; assure accurate and timely completion of data processing projects according to established guidelines and procedures.

Supervise, train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assist in the development and preparation of the annual preliminary budget for the Department.

Monitor inventory levels of supplies and equipment; requisition, receive and maintain inventory of supplies and equipment.

Attend and facilitate a variety of meetings as assigned; develop and conduct in-service training programs.

Authorize permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.

Manage procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are

Board Approved: April 24, 2019

consistent with the district's technology objectives, and that equipment is properly inventoried or surplused consistent with local, district and state regulations.

Support the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.

Operate a computer and related peripherals; operate standard office equipment.

Liaise with principals for the implementation of informational and instructional technology initiatives.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Essential:
Applicants should have substantial background in operational uses of technology; experience in the field of education; effective managerial, interpersonal, and communication skills; demonstrated ability to communicate effectively in both technical and layman terms, and abilities that include the following:

KNOWLEDGE OF:
- Planning, organization and management of operations and activities related to the installation, operation, maintenance and repair of computer hardware, software, peripherals and network systems.
- Principles and practices of supervision and training.
- Technology integration practices and applications.
- Database structures, on-line applications and system capabilities.
- Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
- Computer languages and hardware and software applications utilized.
- Budget preparation and control.
- Technical aspects of field of specialty.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
- Plan, organize, coordinate and manage operations and activities related to the installation,

Board Approved: April 24, 2019

operation, maintenance and repair of computer hardware, software, peripherals and network systems.

- Plan, coordinate and supervise data management activities to meet the automated record-keeping and computerized reporting needs.
- Train and evaluate the performance of assigned personnel.
- Establish and maintain District hardware and software standards, determine life-cycle schedule for hardware, and manage the rotation/replacement of equipment
- Oversee the inspection, troubleshooting, diagnosis and repair of system malfunctions and problems.
- Train JESD staff on various technical applications.
- Maintain current knowledge of technological advances in the field.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Modify existing programs and procedures to improve computer systems, reporting and record maintenance.
- Provide technical guidance and recommendations concerning existing computer programs and systems.
- Supervise and provide consultation for the District on all new construction projects and retrofitting of existing buildings to accommodate technology needs
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing and to a variety of audiences including vendors, site administrators, and staff.
- Establish and maintain cooperative and effective working relationships with others.
- Plan, prioritize and schedule work.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or related field and four years of experience working with software applications, network systems and databases including some experience in the development of computer systems and software. Management experience is desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid A+, MCSE or equivalent certification.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

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PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Seeing to view a computer monitor.