

## SAN MATEO-FOSTER CITY SCHOOL DISTRICT

### JOB DESCRIPTION

**TITLE:** Manager, Technology  
**CLASSIFIED:** Classified Management  
**REPORTS TO:** Director, Technology  
**EVALUATED BY:** Director, Technology

#### EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent combination of education, training, and/or experience
- Minimum of five years of successful work experience in Information Technology or related field

#### DESIRED QUALIFICATIONS:

- Administrative experience, in a supervisory or management capacity, with educational technology, technology support and communications.
- Experience in leadership roles with increasing responsibility
- Bilingual, preferably Spanish

#### JOB GOAL:

Under the direction of the Director of Technology, support and manage daily operations of technology systems, services and technology assets that support the mission and goals of a high performing school district. The Technology Manager collaborates with site and district leadership to provide comprehensive support to implement technology-based teaching and learning activities for staff and students. The Technology Manager also plays a key role in the planning, development, implementation, management and coaching of Technology Department staff and school site personnel.

#### KNOWLEDGE OF:

- Information Technology practices and trends in both private and public sector organizations of similar size and complexity;
- Operating systems and the integration of personal computers in information systems;
- Data systems and procedures, accounting, training methodology, networks and personal computer software and hardware;
- General data literacy (e.g. interpret data, understand metrics and district targets);
- Technology support applications and functions (e.g., word processing, spreadsheets, graphing data, email, online data system);
- Records retention and practices;
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

#### ABILITY AND SKILLS TO:

- Maintain professional and positive relationship with all stakeholders;
- Communicate effectively orally and in writing including presentation to groups of varying sizes;

- Use sound professional judgement and make effective decisions in a timely manner;
- Confront challenges with a solutions-oriented approach, flexibility and willingness to learn;
- Work collaboratively with a variety of groups from diverse backgrounds;
- Solve problems and resolve conflicts with positive results;
- Multi-task and organize work in a fast paced work environment;
- Work independently with little direction;
- Meet deadlines and complete work in a timely manner;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Establish and accurately maintain a variety of records;
- Maintain consistent, punctual and regular attendance;
- Operate a computer and job related equipment.

### **TYPICAL DUTIES:**

- Provide overall leadership to meet needs, develop best practices, programs and services, policies and procedures related to technology;
- Coordinate, supervise and support the technology operations in the district including at school sites;
- Provide technical support to school sites and district staff as well as students, community members and outside agency personnel;
- Collaborate with Site Administrators and school teams to the implementation of technology;
- Plan, schedule, and conduct trainings to support school sites and department staff;
- Oversee, monitor, support and manage technology projects;
- Evaluate, support, train, coach and guide assigned staff;
- Manage and support the administration of the Technology Help Desk work order system;
- Manage records for retention;
- Assist with the development and management of staff work schedules;
- Plan, attend and participate in meetings including at the district and site level, as needed;
- Serve as a District representative and work closely and cooperatively with local, county, and State level personnel, community boards, and committees with respect to technology services;
- Contribute to the vision for the role of technology services, both business administrative and educational functions;
- Stay current on new and emerging technologies and assess the impact of those technologies in the district's computing environment;
- Ensure the implementation of technology services and programs is reflective of best practices;
- Develop the systems and structures to ensure sustainability of technology in the district;
- Perform other related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Sit, walk, and stand for prolonged periods of time;
- Bend, stoop, twist and reach;
- Lift up to 30 pounds;
- Operate a computer, keyboard and other related equipment;
- Maintain visual acuity to review written documentation;
- Hear and understand speech to communicate and provide presentations;
- Manual dexterity to operate equipment;
- Perform the duties of a rigorous work schedule, including work at different sites;
- Drive a vehicle to conduct work at school sites.