Sequoia Union High School District
Job Description

JOB TITLE:	Site Technology Manager
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	17.0
WORK - YEAR / HOURS:	10.5 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	10/98

DEFINITION

Under general supervision to oversee and supervise the planning, installation and continuing operation of software, hardware, network, security, and databases at a school site; to ensure that equipment intended for teaching is being used regularly, adequately, and appropriately to teach curriculum; to encourage increased user skill and knowledge; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other technologies positions by its focus on coordination of all site technology support to ensure appropriate and efficient use of hardware, software and support personnel.

EXAMPLES OF DUTIES

- Organizes and coordinates resources needed to solve technical problem, tracking all activities until the problem is solved;
- Oversees, in cooperation with the District Network Specialist, machine/network installations, knowing what equipment is on order and what needs to be done to install the equipment;
- Coordinates work schedule for the Technology Support Assistant
- Ensures that machine/equipment security and inventory procedures are followed;
- Tracks orders for software, oversee its installation and ensure it is being used as requester described;
- Ensures that software supports the curriculum that is in use and is shared with others in the department;
- Oversees installation of game software, ensuring that the games are for instructional purposes only;
- Assesses the use of equipment—purposes, and daily/weekly usage;
- Establishes a student/parent resource list and develops systems for using these volunteer resources, including maintaining control of repair and installation;
- Maintains a current inventory of hardware, software, and software licenses that is

compatible with the District's inventory system;
- Assists in developing policies for acquisition and scrapping of equipment
- Assists in development of software standards
- Assists in the development of a technology plan for the site
- Assists in maintaining as-built drawings for site network
- Ensures that physical and user security is implemented and user policy is workable and implemented

QUALIFICATIONS

Knowledge of:

Principles, capabilities and operations of computer hardware, networks, software and peripheral devices;, and related technological products.
Budget management to ensure results within resources available.
Project management, including planning, organizing, leading and controlling projects or groups.
General office practices and procedures.

Skill in:

Using computers and related software, preferably both PC and MAC.
Establishing and maintaining effective working relationships with a variety of groups, including teachers, students, administrators, co-workers vendors, consultants, community, and others as required.
Planning, organizing, managing, coordinating, implementing and monitoring projects related to site technology use.
Operating within a budget.
Keeping records.

Ability to:

Work independently
Establish work priorities
Read and comprehend technical manuals

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to two years college level coursework in computer science, electronics or closely related fields and three to five years of increasingly responsible experience in the management of technology projects

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:
- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Mobility of movement sufficient to enable travel between classrooms and offices.
- Finger dexterity sufficient to work with small components such as DIP switches