



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Technology Systems Site Manager I** FLSA Status: **Non-Exempt**
 Job Family: **School Media & Instructional Technology** Pay Range: **SM30H**
 Prepared/Revised Date: **April 19, 2017** Job Code: **38205**

SUMMARY: Responsible for managing site technology systems for a school site with over 1000 computers. Plan and coordinate implementation, maintenance, training and use of business and instructional systems; serve as the primary contact for district- and site-based systems and applications; and provide technical support for business, assessment and instructional systems at the school site. Supervise assistants and student aides.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Serve as the primary contact person for District- and site-based business and academic systems and applications for teachers, administrators, support staff and students. Install, configure, upgrade, troubleshoot, diagnose, and/or coordinate repair and deployment of workstations, laptops, peripherals, applications, servers, networks, and operating systems. Troubleshoot wiring and patch issues, and coordinate changes and repairs to local area network and telephone systems. Maintain records of repair patterns for laptops and equipment in the building.	D	50%
2. May manage school's laptop program including check in/out. Diagnose, document and fill out repair tickets for laptops with hardware issues. Investigate, create tickets and follow-up with lost laptop requests.	D	15%
3. May manage school website by performing maintenance and updates.	D	5%
4. Perform inventory and maintain records for all site hardware, software and licensing. Remove or add assets/inventory from ADDS, VPP, and HDO. Maintain and inventory laptop carts as needed throughout the year.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Provide input into the site technology plan. Provide technology advice and guidance to the Principal, department leaders and technology committee members. Coordinate site needs with District standards for new and existing network function.	W	5%
7. Act as liaison between school and Instructional Technology Coordinator, Information Technology groups, Curriculum and Purchasing. Collaborate on technology direction with district technology staff and other school sites while advocating for site needs. Cooperate with district IT staff to maintain technology standards, procedures and policies. Serve as site representative for routine district technology meetings and meet regularly with District media team.	W	5%



8. Conduct technology training on domain access, file server use, e-mail setup, applications, various operating systems and access, District Intranet resources, basic Gradebook use, lab use/guidelines, student access and voice mail set up/use. Provide informal one-on-one training with staff and students as needed.	W	5%
9. Provide input into site technology budgets and purchases.	M	5%
10. Read trade and technical journals and publications to keep abreast of the latest technology developments and their relation to education. Possess ability to research and implement skills to complete emergency projects.	M	2%
11. Attend appropriate in-services, building meetings, trainings and/or school functions.	M	1%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree in a computer technology
- Bachelor’s degree in computer technology preferred
- Two years of related experience
- Equivalent combination of education and experience acceptable
- Experience working in a school setting preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Skills in utilizing a variety computer operating systems, software, hardware and equipment
- Advanced computer, network and server maintenance and troubleshooting skills
- Knowledge of multiple file server and operating systems such as Windows XP, Windows 2K, Windows Vista, Windows 7, MacOS X and Windows 2000/2003/2008 server
- Knowledge of Active Directory and networking
- Mathematical skills including basic calculations and application of basic math concepts
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, peripherals, hardware, software, server, network and media equipment/systems, including maintenance, repair and troubleshooting skills
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job may require supervision of assistants and student aides.	1-2

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)				x
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	