



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Technology Systems Site Manager II** FLSA Status: **Non-Exempt**
 Job Family: **School Media & Instructional Technology** Pay Range: **SM50H**
 Prepared/Revised Date: **March 1, 2017** Job Code: **38206**

SUMMARY: Responsible for managing site technology systems for a large, comprehensive high school. 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 school technology staff, and student employees and 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. Support thousands of devices including desktops, laptops, printers, smart boards, projectors, document cameras, and various peripherals. Maintain software on computers running different operating systems by researching, purchasing, installing, configuring, imaging and updating district and site software. Troubleshoot hardware, software, and network problems. Coordinate repair and deployment of desktops, laptops, peripherals, applications, servers, networking components, operating systems, patches and phone systems. Coordinate changes and repairs to local area network and telephone systems.	D	45%
2. Manage active directory user, group and computer accounts, and manage group policy for site.	D	8%
3. Manage site file servers and perform routine maintenance and backup. Develop, implement and manage strategies and systems for security, backup and virus protection in coordination with district personnel.	D	5%
4. Manage school website by performing maintenance and updates.	D	8%
5. Manage technology mill, bond and site budgets and purchases.	D	5%
6. Supervise media and technology staff and student employees and aides to include training, planning, directing work, and performing evaluations. Participate in the hiring process.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Lead the planning process, author, implement and review/revise the site technology plan. Provide technology advice, direction 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%
9. Act as liaison between school and Instructional Technology, Information Technology, 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 teams.	W	8%



10. Conduct new teacher technology training on domain access, file server use, e-mail setup 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 as needed.	W	2%
11. Perform inventory and maintain records for all site hardware, software and licensing.	M	2%
12. Attend appropriate inservices, building meetings, trainings and/or school functions.	M	2%
13. Read trade and technical journals and publications to keep abreast of the latest technology developments and their relation to education.	M	1%
14. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree in a computer technology plus specialized training in the management of file server operating systems
- 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
- Supervisory and management skills preferred
- Advanced 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:	Media Technology Assistant I	0 - 3
	Media Technology Assistant II	0 - 3
	Computer Assistant	1 - 2
	Student Aide and PaCE Students	0 - 3

- Responsible for training employees; planning, assigning and directing work; appraising performance; and assisting with interviewing, hiring, rewarding, disciplining, and terminating employees.

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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	