

**Title:** Information Technology Manager

**Rationale:** With the increase in hardware and software, it is increasingly important to all staff to have a computer network that is dependable and reliable.

**Qualifications:** The ideal candidate should work well with others, be skilled in team management, have experience in Windows and Mac networking, Windows based computer systems, internet protocols, Ethernet and wireless networking, and have good time management skills.

**Reports to:** Under general supervision of the building administrator, with specific supervision by the Technology Coordinator

**Job Goals:** The Information Technology Manager will provide dependable networking infrastructure and working computers that will sustain the school's use of technology for improved instruction, communication, and student achievement. The Information Technology Manager will also be responsible for the daily management of the student information system, Powerschool.

**Performance Responsibilities:**

- High School:
  - PC/laptop troubleshooting
  - Maintain and upgrade Mac XServe
  - Setup new equipment and add new users
- Middle School:
  - IBook troubleshooting and responsibility for MLTI iBooks return program
  - IMac troubleshooting
  - Maintain Middle School data server
- Both Schools:
  - Maintain software inventory and licensure;
  - Maintain Hardware Inventory;
  - Perform server backups;
  - Maintain mail server for HS students;
  - Familiarity with network security and safety issues;
  - Maintain firewall, routers, switches, internet filtering and domain names;
  - Setup of new equipment and install new software;
  - Software issues Help Desk;
  - Printer issues;
  - Communicate with service providers (UNET, WordWrap, etc.);

- Communicate with students and staff as needed;
- Ability to work with student trainees;
- Other duties as deemed necessary;
- Must be able to lift 40 pounds;
- Provides individual student and teacher assistance as appropriate;
- Maintains confidentiality regarding records, conversations, test results, and classroom work;
- Attends staff meetings and serves on technology committees as necessary;
- Performs other overall functions and duties as assigned by the building principal.

**Terms of Employment:** Work year, rate of pay and benefits to be negotiated.

**Evaluation:** Performance of this job will be evaluated annually by the Technology Coordinator in accordance with the school district's policy.