

SYSTEMS ADMINISTRATOR

Job Description

Purpose: The Technology and Data Manager provides professional leadership in coordinating and facilitating a creative school program. To accomplish these tasks, the Technology and Data Manager works closely with the staff and administration of U.S.D. #440.

Responsible to: Superintendent of Schools

Duration: 12 months

Qualifications:

1. Certified experience in IT.
2. Teaching Certificate a plus but not required.
3. Health and Inoculation Certificate on file in the Central Office.
4. Desire to continue professional development.

Essential Functions:

1. Provide professional leadership in coordinating and facilitating a creative school program.
2. Establish an optimal learning environment within the school.
3. React to change productively and handle other tasks as assigned.
4. Communicate effectively with all members of the district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of U.S.D. #440.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments.

General Responsibilities:

Perform duties as network systems and **electronic** mail administrator.

1. Manage telecom networks.
2. Assist with technology assessment programs.
3. Serve as liaison to the District Steering Committee.
4. Perform other tasks and assume other responsibilities as may be assigned by the Superintendent or Board.
5. Supervise temporary or part-time IT employees.
6. To serve as a resource for developing and using technology in the district.
7. To provide **on-going** professional development training to faculty/staff regarding the use of technology.
8. To assist with the investigation of equipment needs and preparation of bid specifications.
9. To maintain a current catalog and inventory of all computer and technology equipment, including software programs of the district for the purpose of insurance.
10. To arrange maintenance and repair as appropriate for district owned equipment.
11. To perform maintenance, repair and security measures where applicable.
12. To have a working knowledge of district owned technology and software.
13. To provide such reports as may be requested by the Superintendent or the Board.
14. Manage and monitor Internet filtering and monitoring.
15. To maintain organized storage of software and equipment.
16. To maintain a working knowledge of current trends and directions in computer and other technology use in education.
17. To assist in the soliciting of **E-Rate** grant monies which may aid the district in the areas of communications and technology.
18. To manage parent **and student** links to online grades.
19. To manage building security systems.
20. **To coordinate on-line student information system.**
21. Any other duties as assigned by the Superintendent.