

## Job Description



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<b>Job Title</b>	<b>Technology Manager</b>
<b>Position Summary</b>	The Technology Manager is responsible for developing, implementing, and managing all technology-related systems, policies, and platforms for approximately 90 staff members and 550+ students, supporting staff members with technical issues, and ensuring data integrity across a number of school information systems.
<b>Qualifications</b>	Bachelor's degree from an accredited 4-year institution. Minimum of 3 years of work experience in technology management or related environment (educational setting preferred). Additional preferred skills include: A+ Network and/or Security certification; Microsoft Server Administration certification; and/or Cisco or related networking certifications. See below for full list of qualifications.
<b>Essential Job Functions</b>	See below.
<b>Reports to</b>	CEO
<b>Salary Range</b>	\$70,000 to \$89,500; Negotiable based on experience. In addition, City High provides a generous benefits package including health insurance, paid time off, an attendance incentive and a 401k retirement program.

### Essential Functions:

- Manage all aspects of our student/staff 1-1 laptop program including the purchasing process, repairs, and daily support of the hardware and software. This involves daily management and troubleshooting of issues as well as longer range planning for managing of our 1:1 laptop program.
- Work with the Educational Technology Specialist to develop a comprehensive school-wide approach to addressing the technology needs of the school.
- Develop systems, policies, and operating procedures that guide the safe and effective use of the school's technology.
- Develop, manage, and execute annual and long-term technology planning.
- Stay on top of new technologies within K-12 education and lead systems updates and changes that support the school's mission and work.
- Collaborate with the school's leadership team to ensure IT and data systems are meeting the needs of the school and supporting the educational program.
- Be the first point of contact for all technology issues; resolve them whenever possible and coordinate with outside partner IT firms, when necessary.
- Manage the distribution and maintenance of computer hardware, software, and printing and network systems in collaboration with IT vendors.
- Manage the preparation of the school technology annually for each new trimester and for the new school year through the enrollment and preparation of new technology and set-up of multiple student platforms.
- Manage the seamless operation of multiple education platforms across the school; enroll teachers, students, and staff members in these platforms and update throughout the year.
- Maintain all computing technology such as IP/Digital phones, security cameras, and door access technology.
- Train staff on existing technology and develop new training as needed.
- Supervise a student tech team, which provide assistance to the Tech Manager's capacity in repairing laptops during peak times within the trimester as well as other

High School at *Life-speed*

- designated technology needs that also serve as a learning opportunity for student members. The Tech Manager will provide hands-on training to tech team members.
- Order, track, and maintain a detailed inventory of all technology equipment including laptops, desktops, tablets, and other hardware devices as needed.
  - Perform other relevant emerging duties.

### **Skills and Qualifications:**

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- Bachelor's degree from an accredited 4-year institution.
- Minimum of 3 years of work experience in technology management or related environment (educational setting preferred). Additional preferred skills include: A+ Network and/or Security certification; Microsoft Server Administration certification; and/or Cisco or related networking certifications.
- Exceptional project management and execution skills. Extremely organized and detail-oriented (experience managing many moving parts and consistently delivering on time).
- Superior initiative - takes instruction well, but does not wait for it
- Strong technical skills, experience in managing and manipulating databases and datasets.
- Strong communication skills (written and oral) and the ability to communicate technical information and requirements to non-technical staff members.
- Strong interpersonal skills and ability to work independently and within a team.
- High level management of:
  - Google Suite, ideally with G-Suite for Education
  - Microsoft Windows 10 and Windows Server operating systems
  - Microsoft Azure Active directory
  - Microsoft Office Professional and Adobe CC products.
  - Cisco networking hardware
  - Firewall setup and management
- Ability to work in a fast-paced, high-performing, and sometimes unpredictable environment.
- Adherence to the highest level of professionalism by demonstrating honesty, integrity, and maturity.

### **What Makes a Great Technology Manager at our School?**

- You are skilled in IT coordination and have a background in project management.
- You are looking to join a mission-driven community where everyone works together towards a common goal of educational excellence.
- You are excited to use technology to innovate in ways that improve the student, family, and staff experience.
- You can effectively communicate with, and translate between technical and non-technical stakeholders.
- You enjoy working collaboratively on teams to get things done.
- You value frequent, supportive feedback to help you grow in your role.