

## JOB DESCRIPTION

<b>POSITION:</b>	Technology Manager
<b>DEPARTMENT:</b>	Administration
<b>LOCATION:</b>	115-15 Farmers Blvd, St. Albans, NY 11412
<b>REPORTS TO:</b>	CEO
<b>SALARY:</b>	\$55,000
<b>SCHEDULE:</b>	10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.
<b>JOB SUMMARY:</b>	Technology Manager will provide leadership and assume management responsibility for the direction, coordination, integration and implementation of technology across all SMEL partnering schools, buildings, and departments. The Technology Manager will be responsible for planning, purchasing, installing and maintaining physical technology systems. We are seeking someone who truly enjoys working with passionate people in an entrepreneurial, fast paced environment. This is a hands on position with responsibilities that range from strategic and long range planning and implementation of system wide technology solutions, to providing one-on-one, and group training and support. Experience working in the education field is important for understanding how technology supports educational outcomes, where technology funding sources can be accessed, and that a culture of collaboration and creativity can support success.

### EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check; 3 Reference Checks; Physical w/ updated TB Test (Fees may apply)
- If offered the position, must submit \$25 fee for NY State Clearance Review.
- Valid CPR/AED Pro certification through recognized accrediting body preferred.
- Valid First Aid/RTE certification through recognized accrediting body preferred.
- Bachelor's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), preferred.
- Minimum 5 years progressively responsible experience in the development, installation and maintenance of information systems.
- Strong understanding and experience setting up, configuring, and managing network components. Not limited to managed switches, manage of multiple vlans on the network, manage an enterprise wireless network with multiple AP's, manage network operating systems.
- Strong understanding and experience working with group policies, security groups, and network logon scripting.
- Strong understanding and experience working with Google Suite.
- Setup and operational knowledge of Windows 7, Microsoft Server. Linux server and Mac OS X experience/knowledge advantageous.
- Excellent troubleshooting skills ability to narrow down the cause of an issue and determine a solution.
- Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used in educational organizations.
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technology including Smart Boards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.
- Knowledge of student data systems (i.e. CitySpan), a strong plus.
- Basic understanding of HTML and website development and maintenance required within a Google for Education Domain.
- Proven ability to negotiate and work with vendors and consultants.

# SMEL | Stimulating Minds through Entrepreneurship and Leadership

- Proven ability to work effectively with parent, community and staff on various organization wide, and Technology Advisory Committees.
- Experience supervising staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Attends various events (e.g. meetings, conferences, training sessions, district information sessions, Board Meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.
- Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with operating guidelines and regulations.
- Communicates technology related activities in a timely manner to all stakeholders.
- Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
- Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively.
- Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the agency's technology objectives, and that equipment is properly inventoried.
- Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and that fiscal practices.
- Oversees functioning of the technology operations for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of all SMEL school programs.
- Prepares a wide variety of documents, reports and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates) for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required.
- Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology.
- Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.
- May require working weekends, holidays, and extended hours on short notice.
- Attend all required department/agency meetings and/or trainings.
- Occasional travel - Travel for training and work assignments may be required.
- Other/special duties as assigned by supervisor and/or senior staff.

**EOE**

## **HOW TO APPLY:**

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Technology Manager" to [careers@smelny.org](mailto:careers@smelny.org). No phone calls, please.