

walk; use hands to finger, handle or feel; reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Technology

GENERAL RESPONSIBILITIES

1. Develops and oversees the implementation of the district Five-Year Technology Plan.
2. Assists schools and instructional and administrative departments in identifying program and administrative needs and developing acquisition strategies.
3. Manages the acquisition, accountability, and distribution of technology equipment.
4. Develops standards for software and hardware implementation and works with Coordinator of Network Technology to implement those standards.
5. Manages complete computer and end-user equipment lifecycle from selection, acquisition, distribution, support, and disposal.
6. Supervises Repair Support Specialists.
7. Supervises the maintenance and repair of computer desktops, laptops, printers, and other technology equipment.

SPECIFIC RESPONSIBILITIES

1. Assists the Coordinator of Network Technology, Coordinator of Administrative Technology, Director of Instructional Technology and other district staff to develop a Five-Year Technology Plan.
2. Oversees the implementation of the Five-Year Plan, including annual updates and review of completion of the tasks outlined in the plan.
3. Develops district technology budget recommendations and guidelines for the acquisition and replacement of hardware and related technologies.

4. Oversees the acquisition and distribution of technology equipment in accordance with the district Technology Plan and ensures property accountability.
5. Files an annual plan to request funds available under the Universal Service Administrative Company (E-Rate) and submits supporting documents to receive funding provided.
6. Reconciles on an annual basis the fixed asset list provided by the Business Services Department to track property records assigned to the Department of Technology.
7. Co-chairs the District Technology Team with the Director of Instructional Technology to provide feedback to the Coordinator of Network Technology, Coordinator of Administrative Technology, and the Director of Technology on the effectiveness of services provided by the department of Technology.
8. Develops standard operating procedures for software implementation and works with the Coordinator of Network Technology to implement those standards.
9. Maintains and improves the district anti-virus software through automation of routine tasks and update of virus signatures when released by anti-virus vendor.
10. Assists the Director of Instructional Technology and the Coordinator of Network Technology to test, document and approve district-support software.
11. Assists Network Technology in standardizing the installation, configuration and maintenance of management software to include all management software ranging from Quality of Service software to Desktop management software.
12. Develops and executes plans for hardware and software upgrades or replacement, as appropriate.
13. Supervises the Repair Support Specialists. Provides training to ensure responsible support to schools. Fulfills associated personnel functions.
14. Performs such other duties as assigned.