



Technology Project Leader

Purpose Statement

The job of Technology Project Leader is performed for the purpose of resolving highly complex problems using project management strategies; installing, upgrading, maintaining, and troubleshooting all technology associated with Bismarck Public Schools; leading teams in planning, implementing, and supporting technology infrastructure and end-user tools/applications, and educational technology innovations such as blended environments; accessing secure backend systems to test and troubleshoot escalated issues; managing projects from conception to implementation to maintenance; training, coaching, and mentoring teachers, support staff, and administrators; and analyzing trends and making recommendations.

Supervisory Relationship

Reports to: Technology Director

Essential Functions

- **Consult with Schools/Departments:** Ensure compatibility and consistency with current technology systems and facilitate leadership where appropriate.
- **Coordinate Special Projects:** Plan and assist with the setup for district-sponsored meetings, enable technicians and other staff with knowledge and skills, monitor and test solutions.
- **Lead Project Teams:** Implement infrastructure improvements and instructional technology innovations.
- **Maintain Software/Hardware Applications:** Install, maintain, upgrade, and troubleshoot to provide technical support for the school district.
- **Model Digital Systems Use:** Master and demonstrate a variety of digital systems, including blended learning systems, digital tools, data tools, learning management systems, and development tools.
- **Monitor and Test Solutions:** Ensure problems are completely resolved.
- **Participate in Professional Development:** Attend meetings, workshops, and seminars to gather information required to perform functions.
- **Prepare Documentation:** Create complex materials such as end-user documentation, support reports, synthesized information, and recommendations for a variety of audiences.
- **Research Topics:** Ensure compliance with regulatory requirements, secure information for planning, and respond to requests.
- **Support and Build Capacity:** Integrate and use instructional technology tools including LMS, PowerSchool, Google, and the website.
- **Train School Staff:** Provide ongoing support and maximize the capabilities of assigned staff.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing projects
- Operating standard office equipment
- Preparing and maintaining accurate records
- Utilizing pertinent software applications
- Self-directed project management from start to finish

Knowledge

- Current, legacy, and developing technologies (hardware, software, peripherals)

- Federal and state grants management
- K-12 educational system organizations
- Pertinent codes, policies, regulations, and laws
- Statistical analysis
- Accounting/bookkeeping principles

Abilities

- Schedule activities and meetings
- Gather, collate, and classify data
- Use basic job-related equipment
- Work with a wide diversity of individuals
- Communicate effectively with groups and individuals from educational backgrounds
- Adapt to changing work priorities
- Meet deadlines and schedules
- Work independently under time constraints
- Set priorities with minimal supervision
- Organize and communicate information and concepts

Responsibility

Responsibilities include working under limited supervision using standardized practices and methods; leading, guiding, and coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 30% sitting, 50% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience

Job-related experience within a specialized field is required.

5 years of network, computer, software support experience and/or education expertise, and one year of project/team leadership experience.

Education

Associate degree with 5 years of experience (Bachelor's degree preferred).

Continuing Education/Training

Participate in ongoing training and professional development as required.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PF

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law