Adams 12 Five Star Schools

Job Description

Prepared/Revised Date: January 2025

Job Title:	**IT Change Manager**	Job Code:	**090605**
Job Family:	**Information Technology**	FLSA Status:	**Ex-P**
Pay Program:	**Administrative**	Pay Range:	**L12**
Work Year:	**12 months**		

SUMMARY: IT change manager typically focus on managing specific change projects or initiatives within an organization. Responsible for overseeing the planning, execution, and monitoring of change initiatives to ensure changes coincide with corresponding projects or processes. Primarily responsible for the operational aspects of change implementation, such as developing project plans, coordinating resources, managing stakeholders, and resolving issues during the project lifecycle..

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Change Implementation: Oversee the implementation of change initiatives, which may include redesigning processes, restructuring teams, implementing new technologies, or introducing new policies and procedures. Coordinate activities across different departments or functions to ensure smooth implementation.	D	25%
2. Stakeholder Engagement: Communicate with various stakeholders, including employees, managers, and leadership, to build support for change initiatives. This involves explaining the rationale for change, addressing concerns, and soliciting feedback to ensure buy-in and commitment.	D	20%
3. Change Management Planning: Develop and implement comprehensive change management plans for organizational initiatives. Collaborate with project teams to integrate change management activities into project plans. Conduct impact assessments to identify potential challenges and develop mitigation strategies.	D	20%
4. Communication and Messaging: Develop and execute communication plans that keep stakeholders informed throughout the change process. Create engaging and clear messaging to articulate change initiatives' vision, goals, and progress. Leverage various communication channels to reach different audiences effectively.	W	15%
5. Continuous Improvement: Actively seek stakeholder feedback and use it to iterate and improve processes and change management strategies. Educate/train project managers and other stakeholders about the importance of change management by using industry best practices and incorporating new approaches into change management processes. Contribute to the development and enhancement of the organization's change management framework.	W	10%
6. Managing Resistance and Conflict: Anticipate and address resistance to change by identifying potential sources of resistance and developing strategies to mitigate them. Mediate conflicts that may arise during the change process to ensure it proceeds smoothly	D	5%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's Degree in business administration, communication or related area. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- 7+ Years of experience in Project management or Organizational change management

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, interpersonal skills, situational negotiation and conflict management skills.
- Knowledge of commercial construction and facilities management preferred.
- Basic ability to read and understand architectural designs and plans.
- Ability to work after-hours, during evenings and weekends (not graveyard shift).
- Ability to effectively manage project budgets, schedules and correspondence.
- Ability to work effectively in team situations.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability and willingness to work independently in flexible environments with short timeline requirements.
- Ability and willingness to be approachable, accessible, responsible and follow-through on projects.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of Google Suite (preferred) or MS Office (Word, Excel, PowerPoint, Access)
- Advanced knowledge of and experience with personal computers and peripherals.
- Operating knowledge of department-specific software and equipment for project management required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Strategic Technology Initiatives	3042

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	