WENTZVILLE R-IV SCHOOL DISTRICT
Position Description

Position Title: Technology Services Manager
Reports To: Director of Technology

SUMMARY
To assist the Director of Technology with the coordination of technological applications in the instructional and administrative operations of the District; and the development, implementation, refinement, and evaluation of a long range plan for the application of computers and other technologies in all District programs, instructional and administrative.

QUALIFICATIONS/REQUIREMENTS
Bachelor's Degree and previous experience with computers, mainframe computers, telecommunication systems networking (voice, data, or video), and other technologies; or comparable education and work experience. Preferred certification and/or experience as network engineer.

ESSENTIAL JOB DUTIES
* Assists with the implementation of the District's comprehensive technology.
* Designs and provides technical training for staff.
* Assists with instructional hardware and network implementation.
* Designs and maintains district administrative data network implementation.
* Manages the installation, maintenance, and implementation of:
    o Networking software and hardware
    o LANS and WANS
    o All computer systems and other technologies used
* Assists with the process for software selection, and the purchasing of all computer hardware and software.
* Assists with developing standards for acquisition, maintenance, and training for educational technologies.
* Maintains data processing and administrative computers.
* Assists with processes to monitor and keep district employees informed of evolving technologies.
* Develops, maintains, and assists with maintaining the district inventory system for all technologies; including multimedia equipment, original cost data and date of purchase, condition, and equipment locations.
* Assists in the development of all technology budgets in the District.
* Represents the District in a professional manner at all meetings, conferences, or seminars related to various technologies.
* Assists with preparing and building reports related to the District's instructional special education, business, and testing programs using the latest technologies.

ESSENTIAL JOB DUTIES (cont'd)
- Participates in district technology committee(s).
- Assists with writing necessary grants to secure technology hardware, software, networking training, and/or other related technological needs.
- Assists with the supervision of the Technology Department staff.
- Maintains journal entries and/or budget adjustments.

OTHER DUTIES AND RESPONSIBILITIES
The Technology Services Manager may be called to perform other duties as assigned by the Director of Technology, Assistant Superintended of Teaching and Learning, or Superintendent.

ADA COMPLIANCE
The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT
The Director of Technology shall be employed on a twelve-month basis.

EVALUATION
Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.

Revised 08/11/2020