



JOB INFORMATION

TITLE: Technology Applications Manager

EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES: 604
SHIFT:	232 days at 7.75 hours/day	
TERM OF EMPLOYMENT:	Per Classified Compensation Plan	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Offices	
RATE OF COMPENSATION:	Per Classified Compensation Plan	
FSLA: Exempt	Non-Exempt	
Last Edited On:	01/30/2020	Board Approval Date: 03/02/2020

ORGANIZATION

DEPARTMENT: Technology	REPORTS TO:	Director of Technology and Assistant Superintendent
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JOB SUMMARY & QUALIFICATIONS

SUMMARY

As the Technology Applications Manager for the District, this person has the responsibility for managing and supporting all non-curricular applications within the District. This includes Student Information, Transportation, and other systems as assigned by the Director of Technology. This position works with administrators, teachers, and office staff in that process.

QUALIFICATIONS

The Technology Applications Manager shall:

- a. Possess a high school diploma.
- b. Possess 3 years of experience directly supporting enterprise applications in a medium-sized environment (multi-location, multi-application, 500+ users).
- c. Possess experience with SQL query preferred.
- d. Possess experience in conducting software application trainings for groups (10-50 people).
- e. Possess understanding of computer and network operations.
- f. Possess ability to work well in a demanding and fast-paced environment.
- g. Possess excellent interpersonal skills for both internal and external communications.
- h. Possess excellent organization and problem-solving skills.
- i. Possess excellent customer service skills.

SCOPE OF RESPONSIBILITIES

Technology Applications Manager

- a. Responsible for all technical aspects of the student information system, student registration system, and other systems as assigned.
- b. Responsible for providing technical assistance with PIMS reporting.

CORE RESPONSIBILITIES

The Technology Applications Manager has the following core responsibilities:

- a. Maintains, analyzes, and troubleshoots software platforms that support district administrative information systems and assessment functions;
- b. Manages escalation of administrative and district application support issues and coordinates with vendor partners as the local liaison for resolution;
- c. Responsible for daily management of personal and team helpdesk ticket queues with adherence to established thresholds for response;
- d. Consults with educators and faculty to determine the requirements of applications and related technologies;
- e. Manages the requirements and resource allocation for customized data extractions and reports for administrators;
- f. Conducts and coordinates training on the proper use of administrative and instructional applications for district personnel;
- g. Assists the Director of Technology in identifying software needs in preparation of the annual budget; and
- h. Coordinates with the Director of Technology to develop strategic plans and initiatives that relate to the sustainability of enterprise application platforms.

GENERAL RESPONSIBILITIES

The Technology Applications Manager shall also:

- a. Assist other technology department staff under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator.
- b. Perform all other duties as directed by Director of Technology and/or District Administration; and
- c. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Often sitting at a desk for extended periods;
- d. Standing for limited periods of time;
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
- f. Moderate moving from 15 to 50 pounds;
- g. Some carrying – up to 50 pounds;
- h. Manual dexterity to use office equipment; and
- i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

Technology Applications Manager

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones; and
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be courteous and able to deal effectively with people;
- c. Must be able to work as a member of a team;
- d. Must be able to cooperative, congenial and service-oriented; and
- e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others;
- b. Ability to complete tasks with minimal supervision;
- c. Ability to read, write and do complex computations;
- d. Ability to use correct grammar, sentence structure and spelling;
- e. Ability to organize setting to efficiently accomplish tasks;
- f. Ability to work independently and make work-related decisions;
- g. Ability to exercise good judgment in prioritizing tasks; and
- h. Ability to communicate effectively.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.