



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

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