

ERIE COUNTY TECHNICAL SCHOOL

Job Description

JOB TITLE:	INFORMATION SYSTEMS & TECHNOLOGY MANAGER
REPORTS TO:	Director
SUPERVISES:	IT Technician and HS/Registrar Secretary
REVISION DATE:	1/2021
REQUIREMENTS:	Bachelor's degree and 10+ years of experience in an educational computing environment with a Master's degree preferred. General knowledge of all technology equipment including but not limited to sound systems, VCR's, camcorders, slide projectors, overhead projectors, disc players, etc. Knowledge of platforms like Microsoft Office and Google used for word processing, presentations, spreadsheets, and collaboration. Knowledge of instructional technology innovations and best practices. PA-PDE Act 34, 114 & must have or be willing to get Act 151 Clearances.
TALENTS:	This position requires the employee to possess a self-imposed drive, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities and duties, and build teams including the ability to leverage relationships with others.
JOB STATEMENT:	The purpose of this position is to oversee the operations of technology-related services as well as inventories, supplies, and resources used to support technology at ECTS. A Person in this position will also be responsible for the development of technology staff and assist ECTS and building leaders to ensure technology services support the learning and assessment needs of students and instructional staff. This position is also responsible for information security management, disaster recovery, project management, process improvement, and applicable reporting.

PERFORMANCE RESPONSIBILITIES:

Professional Duties:

1. Serves as primary Pennsylvania Information Management System (PIMS) Administrator.
2. Serves as primary Infinite Campus Administrator.
3. Serves as Primary Responder for Navigate Prepared.
4. Serves as subject matter expert computers, software, hardware, networking, and related equipment.
5. Remains current on the advances in all areas of technology.
6. Manages procurement and surplus of computing equipment, systems, and related services.
7. Inventories or surpluses computing equipment consistent with local, and state regulation.
8. Monitor's technology budget and expenditures for accuracy, and so that expenses are within budget limits and/or fiscal practices are followed.
9. Advises ECTS leaders regarding improvement of technology.
10. Develops ECTS technology plan and implements short-term strategic plans.
11. Develops security procedures for the use of all computer/technology hardware, software, and network accessibility.
12. Presents communications relating to technology services or initiatives as needed.
13. Negotiates and administers contracts, leases, and license agreements.

14. Maintains an updated inventory and database of all ECTS computer/technology hardware and software as well as maintains records, locations, and licenses.
15. Authorizes permissions and individual access to technology applications or services as needed.
16. Plans, organizes, supervises, and evaluates the Technology department staff.
17. Develops and conducts training programs as directed.
18. Attends meetings, conferences, and workshops to increase knowledge and skills as required.
19. Manages multiple projects concurrently and ensures tasks are completed on time, according to established standards, and within budget.
20. Maintains a helpdesk service to track and respond to the needs of ECTS.
21. Other duties/tasks as assigned.

Network Duties:

1. Assists with emergency network outages or computer/technology problems as they arise at any time.
2. Maintains a school-wide communication network, an integrated information management system, and systems to support administrative functions and business practices.
3. Establishes and maintains wired and wireless network servers.
4. Manages content filters and firewalls to safeguard against inappropriate content, viruses, and malware.

Desktop Computers:

1. Directs and assists with the installation of technology systems and tools (e.g., hardware, software, systems, wiring, specialized applications and tools).
2. Coordinates the configuration of hardware/software used with computers.
3. Coordinates technology projects and follows up when necessary on repairs and maintenance of equipment, hardware, software, and provides "in-house" services as needed.

Administrative Position: Act 93

Terms of Employment: 12 months, 228 days

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee Name

Date

Created: 8/03
Revised: 3/0, 8/09

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.