

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: IT, Website, and Software Manager

QUALIFICATIONS:

1. Bachelor's degree or higher from accredited educational institution, preferably in information technology or related field; OR
2. Job related experience with software management and web design
3. Knowledge and experience with educational software
4. Knowledge and experience with technical support, both on the phone and in person
5. Knowledge and experience managing a diverse group of technicians
6. Strong analytical skills, self-motivated
7. Ability to communicate both verbally and in writing, including presentation skills

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced understanding and knowledge of current technology. Knowledge of web design to include HTML code. Understand and analyze specific organizational tasks and functional aspects. Apply computer science techniques and logic to come up with solutions to problems. To modify, enhance and improve implementation of software already in use. Advanced communication skills with the ability to discuss specific curriculum needs and requirements. Provide advice on the use of proprietary educational software packages to address curriculum needs. Ability to train other in the use and maintenance of the software. Ability to act as a backup to the IT Helpdesk Technician. Ability to organize and lead special projects as assigned. Ability to provide support and guidance to IT Technicians. Knowledge of Microsoft Active Directory. Knowledge of Windows workstations and maintenance. Knowledge of current trends, research and best practices related to assignment. Ability to work independently and make decisions with minimal supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to work cooperatively with others. Ability to troubleshoot problems and implement corrective actions. Ability to create and deliver training to users on various software, and other instructional technologies as needed.

REPORTS TO: Director of Information Technology

JOB GOAL:

To maintain, implement, and train on the use of educational computer applications and digital content for curriculum software. To analyze organizational education software needs, devise solutions and maintain inter-department communications with regards to those needs and solutions. To assist the Director of Information Technology with the day to day operation of the IT Department. To maintain the District website, and provide website support to school level webmasters. To provide backup as needed for the IT Helpdesk Technician. To facilitate support for all educational and operational software and hardware. To provide accurate and up to date training for any school or administrative request in a timely manner. To organize and lead any special projects as assigned. To manage and provide support to IT Technicians.

SUPERVISES: IT Technicians

PERFORMANCE RESPONSIBILITIES:

1. Manage user access for curriculum programs, such as, but not limited to:
 - a. Discovery Education
 - b. Fast Forward
 - c. Read 180
 - d. United Streaming
 - e. Renaissance Place
 - f. Destiny
 - g. Online access to textbooks
 - h. Performance Matters
 - i. iXL
 - j. Algebra Nation
 - k. Connect Ed
 - l. Imagine Learning
 - m. Moby Max
 - n. Think Central
2. Act as a liaison between IT Department and Curriculum Department to address software needs, performance, and requirements.
3. Operate software, hardware, and network systems with knowledge, skill, and ability.
4. Complete research on curriculum programs and delivery options as needed, working toward management practices for digital content.
5. Report usage of programs at schools.
6. Provide management, guidance, and support to IT Technicians.
7. Provide backup as needed for the IT Helpdesk Technician.
8. Manage the District website and oversee the management of all school/teacher websites hosted by WCSB.
9. Manage District employee website.
10. Assist the Director of Technology with the day to day operation of the IT Department.
11. Assist the Director of Technology in monitoring software operations at each school.
12. Provide advisory and preparatory assistance for District Testing programs.
13. Provide advisory and maintenance assistance for all district technology hardware.
14. Develop accurate and efficient training programs for software as needed.
15. Assist the Director of Technology in completing all troubleshooting, maintenance, upgrades, and yearly tasks to manage District software and hardware.
16. Organize and provide leadership for special projects as assigned.
17. Assist in the maintenance of integrations of all third party software and SIS.
18. Maintain and enforce the District and Department Policies and Procedures.
19. Respond to inquiries and concerns in a timely manner.
20. Keep Director of Technology informed of any potential problems or unusual events.
21. Communicate effectively with staff and administrators.
22. Work closely with District and school administrators to support all initiatives, improvements, or processes.
23. Follow attendance and punctuality rules.

24. Ensure adherence to proper safety standards.
25. Maintain confidentiality and support the security efforts of the District.
26. Follow federal and state laws, as well as School Board policies, rules and regulations.
27. Exhibit interpersonal skills to work as an effective team member.
28. Demonstrate support for the District and its goals and priorities.
29. Prepare all required reports and maintain appropriate records.
30. Participate in workshops and training sessions as needed to update knowledge and skills.
31. Model and maintain high ethical standards.
32. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
33. Perform other tasks consistent with the goals and objectives of this position.
34. Assist with the maintenance of all Wakulla County School Board forms.
35. Additional responsibilities as assigned by the Director of Technology or Superintendent.

PHYSICAL REQUIREMENTS:

60% Light Work –

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

40% Heavy Work –

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month –

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Annually by the Director of Technology

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation on personnel.

SALARY ITEM NUMBER: 40 Level VI