



IT Department Manager Job Description

REPORTS TO: Deputy Head of School. Facilitates School Principals

SCOPE OF JOB:

The IT Department Manager is the overall on-site manager of technology services. Areas of oversight include:

- Network and Infrastructure
- Laptop and tablet service and repair
- Helpdesk system
- PowerSchool Student Information System and Schoology Learning Management System
- Technology Integration in the classroom:
 - MS/HS teacher training
 - Supervising ES Technology Coach
- Year 1: Planning and developing technology courses for the
 - MS/HS with the Teaching & Learning Director.
 - Elementary School computer science ASA program with the Teaching & Learning Director.
- Year 2: Implementing and teaching technology courses
 - for the MS/HS with the Teaching & Learning Director.
 - For the Elementary School, overseeing the implementation of After School Activities with a technology focus.
- Direct Reports include:
 - IT Systems Manager (Network & Servers)
 - IT Coordinator
 - Off-Site PowerSchool Systems Manager
 - ES Technology Coach

JOB DESCRIPTION:

- Forecast needs, requirements, and future direction for technology plan across all schools and support office as needed.



- Collaborate with IT Systems Manager, Technical Staff, Computer Specialists, Elementary IT Specialists, Head of School, and Principals to promote learning.
- Ensure effective communication/consultation as appropriate with parents and students
- Participate in bi-weekly middle management team meetings. Represent technology teams and be able to demonstrate how technology can help other departments.
- Work with the Curriculum Coordinator to plan and implement MS/HS Technology classes.
- Systematically evaluate and plan for developing and implementing current and new effective technology solutions in line with ASK procedures.
- Lead and interface with the technology team and external technology partners to resolve technical problems and ensure technological stability.
- Liaise with the Help Desk so that staff and students have adequate technical support.
- Explore, evaluate, and implement innovative cost-saving solutions.
- Conduct technology orientation for regular training for teachers and staff; develop training handbooks and guidelines as needed.
- Collaborate closely with the Curriculum Consultant to facilitate the GRASP application process.
- Build and maintain positive working relationships with all areas of the technology community at the school.
- Systematically share the latest technology applications as instructional tools and new tools as they are developed.
- Work with the senior education team in creating, implementing, sustaining, and expanding the Technology Strategic Plan.
- Evaluate technology programs to improve instruction.
- Collaborate with the IT Systems Manager to ensure Internet safety for students and staff through policies that mirror best practices in similar schools and follow laws and regulations that govern internet usage within a school environment.
- Support the use of Technology in the classroom
- Assist Curriculum Office with standardized test administration, e.g., MAP
- Assist Curriculum and Main Offices in doing the GRASP Report



- Assist the Deputy Head of School in the recruitment, development, and assignment of the IT staff
- Work with all staff to coordinate computer labs schedules daily, weekly, and annually

REQUIRED BACKGROUND:

- PowerSchool SIS
- Schoology SMS
- Google Administration
- Google Training
- Microsoft Suite
- Technology Curriculum Development
- Technology Instruction for students and adults





