

Red River Parish School Board

Job Description

TITLE: **Technology Manager**

Qualifications: Must have degree in computer technology related field, such as Computer Science or Information Technology.

Must be proficient in current version of operating system as well as computer network problems, diagnosis and repairs

Must exhibit ability to provide leadership skills, staff development, and instructional support to instructional and administrative staff

Superordinate: Technology Coordinator (Secondary)

Performance Responsibilities

1. Installs and/or works with vendor personnel on installation of hardware, peripherals, and software.
2. Maintains, diagnose and repair of computer systems.
3. Refers major technical problems to vendor personnel and work with them to ensure the problem is corrected.
4. Provides technical support (in person, via phone, and electronically, etc.).
5. Maintains electronic trouble ticket system and other technology related record keeping.
6. Assists in updating the district's technology plan.
7. Interprets School Board Policy in relation to technology plan.
8. Attends technical conferences and seminars to keep abreast of new software and hardware developments.
9. Models the integration of technology in all curriculum areas.
10. Facilitates school participation in technology programs and activities.
11. Conducts professional development in areas of technology integration.
12. Works with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure.
13. Assists in planning the design of the technology infrastructure so that information resources are continually available to the school community.
14. Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children.
15. Perform all other duties as assigned by proper authority.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.

- 11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
- 12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

_____	_____	_____
Employee Name (Print)	Employee Signature	Date
_____	_____	_____
Immediate Supervisor	Date	

Terms of Employment: 12 Months