

JOB DESCRIPTION

TITLE: Computing Manager/Technician

QUALIFICATIONS: Bachelor's Degree ; at least five years of computer work experience

GOAL: To provide leadership, expertise and assistance in maintaining the system's computers and/or networks

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory

a. Supervision received

1. Directly: Superintendent
2. Indirectly: N/A

b. Supervision exercised

1. Directly: CIS Analyst
Vendors/Purchased Support
2. Indirectly: Network, Email, etc. Administration for All Staff

2. Organizational

a. Internal

1. Frequent contact with supervisors and principals for maintenance and upkeep of computers and networks
2. Contact with teachers and other school personnel as necessary

b. External

1. Frequent contact with Internet Service Provider and other support/technology providers as necessary
2. Occasional contact with regional school personnel

B. Functions

1. Planning

- a. Plans a program of self-improvement and professional growth
- b. Participates in system level planning for computer implementation
- c. Provides expertise concerning cost and capabilities of computer hardware and peripherals

2. Implementation

- a. Tends to maintenance of computing hardware
- b. Tends to all server operating systems and school(lab) software (e.g., ALS)
- c. Tends to Backup/Merge/Transfers of school data in an appropriate manner
- d. Keeps applicable persons informed in all matters related to computer information management systems, maintenance and problems
- e. Works cooperatively with administrators and school personnel
- f. Maintains essential records, inventories and backup
- g. Assists with compilation and transmission of reports/data to State Department of Education
- h. Acquires current information on the latest developments in computer hardware, software, and information systems management

- i. Maintains communication with personnel and attends workshops concerning computer services and activities
- j. Assists in the recommendation, installation, arrangement, upgrade and care of computer hardware and software
- k. Performs any other duty as deemed necessary

C. Control

1. Application

- a. Prepare and maintain necessary records
- b. Monitor procedures relative to job performance
- c. Revise aforementioned procedures as needed

Signature

Date