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Paris Cooperative High School
Job Description

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Position Title: Systems Manager
Department: Administration
Reports to: Principal
FLSA Class: Non-Exempt
Effective Date: 09/01/2023

SUMMARY

Assists in training of district personnel, students, and community members; coordination of technology use in the classroom; setup and maintenance of hardware and software; provide on-site technical support and training in a classroom environment. Maintains and manages the school network and technology.

DUTIES

1. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems consistent with the school's operating guidelines and regulations.
2. Operates and maintains technology equipment and systems, ensuring that systems are functioning properly and securely in support of the school's administrative and educational operations.
3. Works with outside IT vendors to obtain quotes for equipment through negotiations and investigation.
4. Installs new work stations and monitors the utilization of equipment.
5. Provides scheduled maintenance with a focus on minimizing downtime or interference with the daily operations of the school.
6. Provides guidance and assistance to all users of the computer networks in a timely manner.
7. Ensures file server security and reviews violations.
8. Manages procurement, inventory, and surplus of technology equipment, systems, and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives, and the equipment is properly inventoried or surpluses consistent with local and state regulations.
9. Regularly evaluates the school's use of computer equipment and recommend alterations, expansions and improvements as necessary.
10. Prepares and administers budget for computer system that is within budget limits and fiscal practices and policies are followed.
11. Oversees functioning of the technology operations for the purpose of ensuring an effective, efficient, and safe environment where technology equipment and applications are utilized appropriately and efficiently to support educational functions of the school.
12. Prepares and monitors documents, reports, records, and materials as required by district, state, and/or federal regulations.
13. Supports the implementation of operational and educational technology initiatives.
14. Tests technology applications, tools, and programs for the purpose of assessing proposed products, programs, or tools to provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions, and to assist others with these functions.
15. Serves as computer liaison to the principal.
16. Diagnoses problems encountered by computer users throughout the district.
17. Creates and maintains user login identification (user id) information and login scripts.

18. Keeps track of hardware inventory and software licenses for compliance.
19. Provides prompt courteous service to teachers and staff for any District computer problem they may have.
20. Disseminates technology-related information throughout the district via news bulletins, electronic mail, presentations at district and building level staff meetings, etc.
21. Collaborates, writes, and reviews the district's technology plan.
22. Responsible for the district website and Student Information System.
23. Ensures CIPA compliance and have a current ISBE approved Technology Plan with annual review and revisions.
24. Assists with other duties assigned by Superintendent or Principals.

QUALIFICATIONS
1. Associates degree in information systems or other equivalent discipline.
2. 2-3 years related fieldwork experience in information technology systems.
3. Expertise in using a variety of systems including DOS, Windows-based, Macintosh, and Linux.
4. Experience in building, troubleshooting, and maintaining computers and computer-related equipment.
5. Strong understanding and experience setting up, configuring, and managing network components.
6. Knowledge and experience working with MS Active Directory, group policies, security groups, network logon scripting as well as basic understanding of HTML and website development and maintenance.
7. Experience working with classroom technology and in training faculty and students for technology integration in the classroom.
8. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
9. Ability to understand and follow basic oral and written instructions.
10. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
11. Must able to lift and carry up to 50 lbs.
12. Must have the ability to push/pull up to 10 pounds

SCHEDULING
Hours may vary based on school district needs. Shifts will be assigned by administration and/or supervisor. Overtime is required when requested.