MID-OHIO EDUCATIONAL SERVICE CENTER
JOB DESCRIPTION

Title:	**Technology Manager**
Reports To:	**Executive Director of Achievement & Leadership**
Employment Status:	**As Determined by the Executive Director of Achievement & Leadership**
Days:	**As Determined by the Executive Director of Achievement & Leadership**
MOESC Salary Schedule:	**Technology Assistant**
FLSA:	**Exempt**

QUALIFICATIONS

- Associate Degree Required
- Computer Program Certification Required
- Successfully pass a BCI and FBI background check
- Knowledge of PCs (both Windows and Apple products) and Linux (Ubunta Servers)
- Knowledge of networking protocols, including LAN and WAN and protocols
- Knowledge of security cameras, email, and data storage requirements
- Working knowledge of sound systems including integration with PC's for conference presentations
- Ability to respond and successfully interact with coworkers, administrative staff and Mid-Ohio ESC personnel
- Must be highly organized and have attention to detail
- Bachelor's Degree (preferred)

GENERAL DESCRIPTION

The Technology Manager will oversee all aspects of the technology department which includes all technology at all Mid-Ohio ESC locations. This position will support Mid-Ohio ESC devices issued to employees as well as maintain the network servers, switches, wireless devices, software, security software and phones – both data and cell. The Technology Manager reports directly to the Executive Director of Achievement & Leadership to assist with areas of instructional technology.

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ESSENTIAL FUNCTIONS/SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assess the type of hardware/software each school requires and make recommendations for purchase; assume responsibility for the implementation, configuration and ongoing support of network hardware/software
- Maintain knowledge of current school board policy, administrative regulations and legal requirements that relate to purchase of equipment, security of data, and copyright laws
- Work with administration in designing networks for labs, schools and the WAN
- Ability to work effectively with vendors to secure products and services required and to identify and solve problems of school networks and the WAN
- Document the network topology in order to quickly access information needed to make purchases and diagnose problems and file state reports
- Keep an updated inventory of all devices issued to employees, including a replacement schedule
- Lead the Mid-Ohio ESC technology network
- Functions as the Robotics contact person.
- Oversee the help desk and ensure all tech tickets are handled in a timely fashion.
- Implement and maintain network security so that business, student data, and communications are secure
- Implement and maintain virus protection and backups for the servers to prevent loss of data and damage of hardware and software
- Create and maintain a remote monitoring system of the network and other network management tools in order maximize network efficiency
- Must have a thorough understanding of the E-rate process to collect data, communicate and file reports
- Maintain accurate E-rate data for potential audits
- Create and submit the annual department budget to the Executive Director of Achievement & Leadership
- Maintain a five (5) year permanent improvement technology plan
- Must effectively manage the technology budget and the associated purchase orders.
- Oversee and mentor technology department staff
- Meet regularly with Executive Director of Achievement & Leadership
- Perform other duties as assigned

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment

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- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effective
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position, stays current on technology education issues and initiatives
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 50 pounds), but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

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EVALUATION

Performance of this job will be evaluated by the Executive Director of Achievement & Leadership or designee according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature   Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.