Crosslake Community Schools Job Description

Position: District IT Manager

Location: Crosslake Community School/Virtual Office

FTE/ Hour Allotment: 1.0 FTE

Immediate Supervisor: TBD; Executive Director or Director of Online Learning

Position Summary:
The District IT Manager is responsible for overseeing the planning, implementation, and management of technology services for the district, aligning with the school's mission to grow environmentally literate, community-impacting learners of excellence. This role involves managing school-wide technology infrastructure, implementing new technologies, providing support to staff and students, and ensuring the seamless integration of technology in educational settings across both online and seat-based programs.

Key Performance Responsibilities:

1. Strategic Planning and Leadership
   ● Develop and implement a comprehensive technology plan aligned with the district's educational objectives and the school's mission, vision, and strategic directions
   ● Stay informed about emerging trends and technologies to support innovative learning processes
   ● Provide oversight, leadership, and management of district-wide technology staff
   ● Collaborate with school directors to identify technology needs and opportunities for both online and seat-based programs

2. Infrastructure and Systems Management
   ● Support and manage all Technology infrastructure including physical hardware and cloud-based platforms
   ● Oversee the school's network infrastructure, including servers, Wi-Fi, and internet connectivity
   ● Manage and maintain all school-owned devices (e.g., Chromebooks, iPads, laptops) for both staff and students
   ● Implement and maintain cybersecurity measures to protect school data and ensure compliance with FERPA, HIPAA, and other relevant regulations
   ● Manage user accounts, permissions, and access controls across all school systems
   ● Oversee the implementation and management of learning management systems (e.g., Edgenuity, Canvas) and student information systems
   ● Ensure optimal implementation and utilization of Google Workspace across the district

3. Support Services and Troubleshooting

- Provide and manage support services to staff and students for technical issues
- Develop and maintain a help desk system for tracking and resolving technical issues
- Create and maintain documentation for common technical procedures and troubleshooting guides
- Ensure that online learning platforms and applications are easy to use and understand for students and families

4. Budget and Resource Management
- Develop and manage the IT budget, including procurement of technology resources and services
- Evaluate and manage relationships with technology vendors and service providers
- Maintain accurate inventory of all technology assets

5. Policy Development and Compliance
- Develop IT policies to ensure compliance with applicable state regulations and IT best practices
- Ensure compliance with all relevant laws and regulations related to technology use in education, including FERPA and HIPAA
- Develop and maintain policies and procedures to protect student and staff data privacy

6. Professional Development and Training
- Lead technology-related professional development initiatives for staff to enhance their skills and support effective, relevant, and individualized instruction
- Provide guidance on the use of various technologies, including AI tools, for administrative tasks, data analysis, and personalized learning

7. Program-Specific Support
- Collaborate with the Online Technology Coordinator to ensure smooth operations of online technology
- Manage on-site technology infrastructure and equipment for the seat-based program
- Support teachers in integrating technology into their classroom instruction, particularly for hands-on, interactive learning experiences and outdoor learning opportunities

8. Community Engagement and Environmental Education Support
- Support technology initiatives that promote community-impacting activities and events
- Facilitate technology solutions that enhance environmental education and nature-based learning opportunities

Requirements:
- Experience in Computer Science, Information Technology, or related field
- 5 or more years of experience working in educational technology
- Strong knowledge of network infrastructure, cybersecurity, and educational technologies
- Excellent troubleshooting skills and the ability to pinpoint issues and determine solutions

- Strong understanding and experience working with Google Workspace, group policies, security groups, and network logon scripting
- Experience with both Windows and Mac operating systems
- Proficiency with learning management systems and student information systems
- Knowledge of FERPA, HIPAA, and other relevant data privacy regulations in educational settings
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively with diverse stakeholders
- Experience in team leadership and staff management
- Commitment to the school's mission, vision, and core values

Desired Qualifications:
- Bachelor's or Master's degree in Educational Technology or related field
- Experience working in a charter school or online learning environment
- Certifications such as CompTIA A+, Network+, or Google Certified Educator
- Familiarity with Imagine Learning/Edgenuity, Canvas, Google Classroom and/or other online learning management systems
- Experience with Chromebook, Thinkpad, iPad hardware and software
- Computer/tech repair experience
- Expertise with various functionalities of Google (Google Meet, Google Voice, Google Classroom, Gmail, Gchat, etc.)
- Familiarity with GoGuardian, BarkAlerts, and other safety monitoring tools
- Experience with technology integration in environmental education programs

Frequency Chart:
[Frequency chart remains unchanged]

Salary Range:
$50,000-60,000 annually, depending on experience and qualifications

Work Schedule and Agreement:
- This is a year-round position based on the school fiscal year of July 1-June 30
- Regular office hours are 7:30 AM - 3:30 PM, with flexibility as needed
- Some evening and weekend work may be required for system maintenance or updates
- Remote work is possible for many duties, but regular on-site presence is required

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Board Approved: [Date TBD]