

Policy GFAEJ: Job Description: Student and Technology Support Manager

Status: DRAFT

Original Adopted Date: 07/19/2021 | **Last Reviewed Date:** 07/19/2021

ESSENTIAL FUNCTIONS:

- To coordinate and oversee all technical functions related to student information for the school district
- To maintain E-Rate documentation and compliances with E-Rate regulations
- To provide support to special student populations to include homeless and foster care students in collaboration with school personnel
- To maintain assets and purchasing for the technology department

QUALIFICATION REQUIREMENTS:

- Minimum of 3 years of experience
- High School Diploma; specialized training in Central Access Student Information Programming
- Experience with SAM Spectra, Title I, Crate, and other Student Information Systems.
- Knowledge of E-Rate
- Knowledge of K-12 purchasing guidelines and laws

REPORTS TO:

Director of Information Technology and Director of Federal Programs/Student Services

PERFORMANCE RESPONSIBILITIES:

- Assist the technology directors with E-Rate
- Maintain E-Rate documentation and compliances with E-Rate regulations
- Keep Technology Directors informed of upcoming E-Rate deadlines and trainings
- Attend E-Rate training when needed
- Perform E-Rate audits to ensure compliance and report finds to technology director
- Purchasing for technology department
- Maintain technology department assets
- Assists in distribution of technology purchased for the schools
- Serves as the Homeless Liaison
- Assures that homeless students are fully integrated into the school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education.
- Coordinates and collaborates with the state coordinator, school personnel and community organizations responsible for the provision of education and related services to homeless students.
- Acts as a liaison between schools, shelters, and the community on behalf of homeless students.
- Ensure that homeless students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health services and other appropriate services.
- Ensure that public notice of the educational rights of homeless students is distributed where such students receive services
- Ensures that the parent of a homeless student, or any unaccompanied homeless student, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing appropriate transportation.
- Maintains federal documentation of homeless students and disseminates this information to appropriate departments
- Inform parents, guardians, and caregivers of homeless children and youth of opportunities and services available in the community.
- Collect data and information on such students that will help the Federal Program/Student Services Director prepare federal grant applications and secure services for such students.
- Other duties may be assigned as needed.
- Serves as the Foster Care Point of Contact (POC) and acts as a liaison between the state and the district.
- Serves as the Secondary MSIS contact for Student Services
- Serves as an administrator of the Student Information System (SIS)
- Act as district liaison for Student Information System (SIS)
- Coordinate and schedule training for district personnel on (SIS)
- Schedules and completes Affidavits of Residency for all attendance centers; maintain district spreadsheet of Affidavit recipients

- Any other duties as assign by Student Services and/or IT Directors

TERMS OF EMPLOYMENT:

A portion of this salary will be federally-funded. Employment will be for 12 months/232-days

SALARY SCALE: Based on school board policy GGBS

EVALUATION:

Performance in this position will be evaluated annually by a Director of Information Technology and the Director of Federal Programs/Student Services in accordance with provision of the Board's policies on evaluation.
