

JOB DESCRIPTION

JOB TITLE

District Technology Manager

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Executive Director

Supervises: District Technology Coordinator and other Technology Support Staff (as applicable)

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

District-wide position supporting both Online Learning Program and Seat-Based Program

JOB SUMMARY/PURPOSE

The District IT Manager is responsible for overseeing the planning, implementation, and management of technology services across Crosslake Community Schools' dual-program model, ensuring seamless technology integration for both our seat-based PreK-8 and online K-12 programs. This position leads strategic technology initiatives, manages infrastructure for up to 700 students, and ensures robust cybersecurity and data privacy compliance while supporting innovative educational technology that enhances environmental education and community engagement.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

For Students:

- Providing relevant, engaging learning opportunities aligned with student interests through cutting-edge educational technology and seamless digital platforms
- Supporting students to feel appreciated, understood, cared for, and included through accessible technology solutions and reliable online learning platforms

For Staff & Community:

- Supporting the overall operations and systems of the school through efficient technology infrastructure and responsive technical support
- Contributing to professional growth and development through technology training and innovative tool implementation

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Technology Leadership

- Develop and implement comprehensive technology plans aligned with district educational objectives and strategic directions
- Collaborate with Executive Director and Directors to identify technology needs and opportunities for both programs
- Stay current with emerging educational technologies and trends to support innovative learning processes
- Lead technology-related strategic planning and budget development with Executive Director and HR/Business Manager
- Provide oversight and leadership for district-wide technology initiatives

Infrastructure and Systems Management

- Manage all technology infrastructure including physical hardware, cloud-based platforms, and network systems

- Oversee network infrastructure including servers, Wi-Fi, internet connectivity, and bandwidth optimization for both programs
- Manage and maintain all school-owned devices (Chromebooks, iPads, laptops) for staff and students across both programs
- Implement and maintain comprehensive cybersecurity measures to protect school data and ensure FERPA, HIPAA, and state compliance
- Manage user accounts, permissions, and access controls across all school systems
- Oversee implementation and management of learning management systems (Canvas, Edgenuity) and student information systems
- Maintain user accounts and access permissions in educational platforms
- Ensure optimal implementation and utilization of Google Workspace across the district

Technical Support and Operations

- Provide and manage comprehensive technical support services for staff and students across both programs
- Develop and maintain help desk systems for tracking and resolving technical issues efficiently
- Create and maintain documentation for technical procedures, troubleshooting guides, and user training materials
- Ensure online learning platforms and applications are user-friendly and accessible for students and families
- Coordinate with Student Data and Enrollment Coordinator to support technology needs for data management and reporting

Budget and Resource Management

- Develop and manage 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 and coordinate replacement schedules
- Work with HR/Business Manager on technology-related contracts and purchasing procedures

Policy Development and Compliance

- Develop and maintain IT policies ensuring compliance with state regulations and educational technology best practices
- Ensure compliance with FERPA, HIPAA, and other relevant data privacy regulations in educational settings
- Develop and implement policies for acceptable use, data privacy, and cybersecurity across both programs
- Create and maintain AI usage policies and guidelines for educational applications

Professional Development and Training

- Lead technology-related professional development initiatives to enhance staff skills and support effective instruction
- Provide guidance on educational technology tools, including AI applications for administrative tasks and personalized learning
- Train staff on new technology implementations and best practices
- Collaborate with Directors on technology integration in curriculum and assessment practices

Program-Specific Technology Support

- Partner with Director of Online Learning to ensure robust technology infrastructure for virtual education delivery
- Support Director of Seat-Based Learning with classroom technology integration and interactive learning tools
- Coordinate with District Assessment & Curriculum Coordinator on technology needs for assessment and curriculum platforms
- Collaborate with Special Education Coordinator on assistive technology and accessibility compliance

Environmental Education Technology Integration

- Support technology initiatives that enhance environmental education and nature-based learning opportunities
- Facilitate technology solutions for outdoor learning documentation and community impact projects

- Implement tools that connect students with environmental data and community engagement platforms

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Ensuring equitable technology access and culturally responsive digital tools that serve all students and families effectively

Excellence: Maintaining the highest standards of technology performance, security, and educational innovation

Learning: Staying current with educational technology trends and modeling continuous professional growth in digital literacy

Integrity: Protecting sensitive data responsibly and providing transparent communication about technology policies and procedures

Community: Building technology solutions that strengthen connections between students, families, staff, and community partners

REQUIRED QUALIFICATIONS

Education and Experience

- Associates or Bachelor's degree in Computer Science, Information Technology, Educational Technology, or related field
- Minimum 5 years of experience in educational technology or IT management
- Demonstrated experience with network infrastructure, cybersecurity, and educational technology systems
- Experience in team leadership and project management

Technical Skills

- Strong knowledge of network infrastructure, cybersecurity, and educational technologies
- Advanced proficiency with Google Workspace, group policies, security groups, and network administration
- Experience with both Windows and Mac operating systems

- Proficiency with learning management systems and student information systems • Knowledge of FERPA, HIPAA, and educational data privacy regulations

- Excellent troubleshooting and problem-solving abilities

Leadership and Communication

- Excellent written and verbal communication skills

- Ability to work independently and collaboratively with diverse stakeholders

- Experience training and supporting staff in technology use

- Project management and organizational skills

Personal Attributes

- Commitment to environmental education and community impact

- Strong customer service orientation

- Adaptability and flexibility in fast-paced educational environment

- Ability to explain technical concepts to non-technical users

PREFERRED QUALIFICATIONS

- Bachelor's or Master's degree in Educational Technology or related field

- Experience working in charter schools or online learning environments • Professional certifications (CompTIA A+, Network+, Google Certified Educator, etc.)

- Experience with Canvas, Google Classroom, JMC, and other educational platforms

- Hardware repair and maintenance experience with Chromebooks, tablets, and educational devices

- Familiarity with educational safety monitoring tools (GoGuardian, etc.)

- Experience with technology integration in environmental education programs

WORKING CONDITIONS

- Hybrid position with regular on-site presence required at Crosslake campus

- Standard business hours with flexibility for system maintenance and upgrades
- Occasional evening and weekend work for critical updates or emergency support
- Regular interaction with staff, students, and families for technology support
- Coordination with Executive Director, Directors, and all district-level staff on technology initiatives

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. Crosslake Community School is an equal opportunity employer committed to building an inclusive community of educators and staff.

TERMS OF EMPLOYMENT

Employment Agreement: 12-month position (185 school calendar days + 120 summer hours)

Schedule: 8 hours per day; general business hours are 7:30 a.m. to 4:00 p.m. with flexibility as needed for maintenance and support

Position Type: Hybrid with regular on-site presence required

Technology Requirements: Must maintain and regularly update Google Calendar as the school uses Google Workspace

Meeting Requirements: Must attend weekly District Cabinet meetings and coordinate with Administrative Assistants for scheduling

Coverage Requirements: Must establish clear protocols for technology support during any planned absences

Salary Range: \$_____ annually, depending on qualifications and experience

Benefits: Comprehensive benefits package including health insurance, retirement, and paid time off

If interested, please send a resume and letter of interest to hiring@crosslakekids.org.

Board Approved Date: _____