

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, IS Technology Implementation and Media Production

#### QUALIFICATIONS

- Master's Degree with specialization in Information Technology, Educational Technology, or a related field and five (5) years related experience, preferably in a K-12 school setting **OR** Bachelor's Degree in Information Technology and seven (7) years experience in a related field, preferably in a K-12 school setting.
- Experience referenced must include a minimum of one (1) year in a K-12 school setting or two (2) years of direct contact with K-12 schools.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge and demonstrated understanding of the technology and best demonstrated practices used in administrative and instructional computer applications as related to departmental job functions and school operation.
- Strong project management and technology planning skills.
- Strong communication and organizational skills.

#### SUPERVISION

**REPORTS TO** Director of Information Services  
**SUPERVISES** Assigned Technology Implementation and Media Personnel

#### POSITION GOAL

*To provide technology implementation assistance to schools through research, planning, and project management.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Support instructional and administrative computing through, acquisition, networking, training, and informational services.
2. \* Provide information and educational technology consulting, planning, and research assistance to schools and staff departments.
3. \* Coordinate with Teaching and Learning on the minimum requirements for technology to support our digital curriculum resources.
4. \* Coordinate with Instructional Technology and District Educational Technology Facilitators to ensure appropriate support for instructional technology planning and implementation, i.e. Tech Plan, Digital Resources, etc.
5. \* Coordinate with Assessment and Accountability to ensure the minimum requirements for computer based testing and District infrastructure trials are being supported appropriately.
6. \* Oversee the specifications of District and school video and audio recording and broadcasting capabilities are kept current and meet needed requirements.
7. \* Coordinate with the Department of Education and schools to ensure the proper reporting of Seminole County Public Schools technology assets.
8. \* Develop funding models for the technology refresh needed to keep all schools technology at acceptable modem levels.
9. \* Provide assistance with the development and implementation of special initiatives including; grants, emerging technologies, hardware and related acquisitions for new facilities and renovations.
10. \* Provide project management and coordination including: scheduling for timely and efficient processing, soliciting input from customers and support areas directly involved, maintaining and publishing work schedules.
11. \* Provide input for facilities specifications and design.
12. \* Manage selected vendor relationships, including the coordination of external resources.

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13. \* Fulfill IS department accountability requirements including standards documentation on systems, products, programs, procedures, and reports.
14. \* Assist with in-service training of administrative, instructional, and technical staff.
15. \*Manage and develop a team in line with current District technology needs, with proper skills, training and organizational awareness.
16. \* Maintain positive customer relations through ongoing communication and service monitoring.
17. Perform any other tasks as assigned by the Director of Information Services.

*\*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

### Sitting

Resting with the body supported by the buttocks or thighs.

### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

### Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

### Twisting

Moving body from the waist using a turning motion.

### Reaching

Extending hand(s) and arm(s) in any direction.

### Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

### Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

### Grasping

Applying pressure to an object with the fingers and palm.

### Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

### Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

### Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

### Indoors/Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO-10-F \$61,532 - \$94,387**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 6  
EEO-5 Line 44  
Function 7750  
Job Code 1679  
Survey Code 77213

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**February 26, 2013**  
**May 8, 2012**  
**June 22, 1997**

ADA Information Provided by EMCS  
Position Description Prepared by Patrick Fletcher