TECHNOLOGY MANAGER
SUMMARIZED JOB DESCRIPTION

JOB LOCATION:
Office will be in Deming, NM
Technology Specialist will split time between the SWREC office in Deming and Animas School District

SALARY / CONTRACT / MINIMUM EDUCATION &/OR EXPERIENCE:
230 Day Contract
Salary: Minimum $60,000 - $85,000 dependent upon qualifications
BS in Computer Science, MIS or similar field; three to five years' experience

QUALIFICATIONS / SKILLS:
- Proven working experience as an IT Manager or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Expertise in data center management and data governance
- Hands-on experience with computer networks, network administration and network installation
- Strong analytics to trouble shoot network problems
- Maintain working order of computer systems
- Ability to design learning platform for online professional development
- Ability to lead, support, and coach adult learners
- Experience with website design
- Ability to synthesize data from multiple sources into user-friendly reports
- Experience with E-rate & K-12 schools preferred
- Must pass background check
- Valid NM Drivers' License and vehicle for travel

ESSENTIAL FUNCTIONS:
- Represent SWREC #10 & NM Public Education Department in a positive manner, while interacting with public, colleagues, &children/families
- Manage information technology and computer systems
- Control and evaluate IT and electronic data operations
- Update events and presence of SWREC on website and other forms of social media
- Install, train, manage, and maintain computer networks and trouble shoot basic computer problems
- Create data reporting format and update data from districts on a monthly basis
- Install, manage and maintain computer network
- Support SWREC and Animas school representatives on networking basics
- Train & coach educators in the use of educational technology & its integration into instructional practice
- Meet deadlines, work on multiple projects.
- Coordinate with vendors on installation and maintenance of networking software.

- Demonstrate effective use(s) of technology in student assessment measures & data analysis
- Participate fully as an employee of SWREC #10 with all assigned duties and responsibilities as assigned by supervisor
- Attend required NM Public Education Department and SWREC professional development
- Communicate positively & effectively w/ parents, children, colleagues, & other agency personnel, while maintaining confidentiality regarding all facets of the REC #10 program in compliance with FERPA/HIPPA & other federal and state regulations
- Responsible for the understanding & execution of the SWREC #10 employee policy manual, technology policy, time tracking system, and calendar of contract/noncontract days
- Comply with local, state, and federal rules and regulations
- Other responsibilities deemed necessary & appropriate by administration

PERFORMANCE RESPONSIBILITIES / WORKER TRAITS

- Ability to work under minimal supervision
- Must exercise initiative & judgment in performing job
- Exhibit the ability to understand oral & written instructions
- Must demonstrate strong written, verbal, and interpersonal skills
- Must demonstrate high level of competence in the instruction of adult learners
- Must demonstrate adaptability in relations with co-workers
- Be responsible for all aspects of regional technical assistance to assigned sites
- Facilitate open communication among colleagues, supervisors, district staff, & school site personnel
- Maintain highest level of professional competence through continued professional development & training.
- Must be willing to travel within the assigned region as well as the state of NM.

APPLICATION IS AVAILABLE ONLINE AT:

www.swrecnm.org

CLICK HERE to apply

OR, use your QR Scanner to access