

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Technology Project Manager
Job Description

Reports to: Chief Technology Officer

Status: Exempt

Term: 226 days

Primary Purpose:

Direct and manage the information systems and computer services for the District. Ensure efficient and effective access to information, applications, and related technology by all campuses and users.

Qualifications:

Education/Certification

Bachelor's degree or equivalent combination of education and experience

Major field of study preferred: Information Systems, Computer Science, or Related Field

Experience

5 years of experience maintaining computer systems and technology in a K-12 classroom. Five years of experience performing upper level technical support (Tier 2 or higher)

Special Knowledge/Skills

Ability to analyze and resolve computer problems at a Tier 2 level.

Excellent verbal and written communication skills.

Ability to communicate effectively with administration, staff and professional groups.

Knowledge of typical K-12 classroom technology including desktop/laptop computers, smartboards, interactive flat panel displays, document cameras.

Experience installing interactive flat panel displays.

Experience supporting online state testing.

Experience with mobile device management.

Knowledge of general network hardware including servers, switches, firewalls.

Experience with Audio Video integration systems.

Extensive knowledge of computers, operating systems, Microsoft Office, and imaging.

Extensive knowledge in troubleshooting and resolving operating system and software issues.

Knowledge in troubleshooting and resolving technology hardware failures.

Strong verbal and written communication skills.

Knowledge of audio/visual systems.

Major Responsibilities and Duties:

1. Support Online Testing.
2. Support campus-based technology users with hardware and software.
3. Support special events as needed for Fine Arts, Athletics, Board Meetings.
4. Support computers, mobile devices, intercom systems, bell systems, digital A/V equipment, message boards/systems, and peripherals.
5. Basic hardware repair.
6. Campus Technician supporting ITC/CTE, WWDAEP, TCHS back-up, Transportation, Central Administration, Maintenance, Security, Nutrition, and Technology Departments.

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- 7. Special projects as assigned.
- 8. Provide coverage for Campus Technicians as needed.

Supervisory Responsibilities:

None

Working Conditions:

Frequent travel within the District; occasional travel outside of the District

Mental Demands/Physical Demands/Environmental Factors:

Frequent District-wide travel and occasional State-wide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____