Technology Project Leader

Purpose Statement

The job of Technology Project Leader is done for the purpose/s of resolving highly complex problems using project management strategies; installing, upgrading, maintaining, and troubleshooting all technology associated with Bismarck Public Schools; leading teams in planning, implementing, and supporting technology infrastructure and end-user tools/applications, and educational technology innovations such as blended environments; accessing secure backend systems to test and troubleshoot escalated issues; managing projects from conception to implementation to maintenance; training, coaching, and mentoring teachers, support staff, and administrators; and analyzing trends and making recommendations.

This job reports to Technology Director

Essential Functions

- Consults with schools/department on new projects and initiatives for the purpose of ensuring compatibility and consistency with current technology systems and facilitating leadership where appropriate.

- Coordinates all special projects (e.g. planning and assisting with setup for district sponsored meetings, enabling technicians and other staff with knowledge and skills, monitoring and testing solutions, etc.) for the purpose of ensuring completion of projects with effectively and efficiently.

- Leads project teams for the purpose of implementing infrastructure improvement and/or instructional technology innovations as their focus.

- Maintains computer software/hardware applications (e.g. installs, maintains, upgrades, troubleshoots, etc.) for the purpose of providing technical support for the school district.

- Models the use of a variety of digital systems (e.g. blended learning systems, digital tools, data tools, learning management systems, development tools, etc.) for the purpose of mastering the use of all applications and tools necessary to increase the use of technology that positively impacts student performance and advances the district.

- Monitors and tests solutions for the purpose of ensuring that problems are completely resolved.

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a wide variety of often complex materials (e.g. end-user documentation, support reports, synthesized information, recommendations, messages/communique on project plans and results, etc.) for the purpose of documenting/presenting information for a variety of audiences and assisting with future planning and support of technology innovations.

- Researches a wide variety of topics related to district technology needs (e.g. emerging technology, guidelines and regulation, financial resources, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.

- Supports and builds district capacity for the purpose of integrating and using instructional technology tools including LMS, PowerSchool, Google, website, etc.

- Trains school site staff on a variety of software applications and hardware operations for the purpose of providing ongoing support and maximizing the capabilities of assigned staff.

- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects, operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; and managing projects as a self-starter and be self-directed in order to move projects from start to finished implementation.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and developing technologies (hardware, software, and peripherals); federal and state grants management; K-12 educational system organizations; pertinent codes, policies, regulations and/or laws; statistical analysis; and accounting/bookkeeping principles.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with groups and individuals from educational backgrounds; meeting deadlines and schedules; working independently under time constraints; setting priorities while performing with minimal direct day-to-day supervision; working with detailed information/data; organizing and communicating information and concepts; and working without direct guidance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: Associate's Degree with 5 years experience (Bachelor's preferred). 5 years network, computer, software support experience and/or education expertise, and one year project/team leadership experience.

Required Testing: Certificates and Licenses

Continuing Educ. / Training: Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade
PF