SOCORRO INDEPENDENT SCHOOL DISTRICT
Department of Human Resources

JOB DESCRIPTION

Job Title: Team Leader, Technology Planning, Research and Engineering, Systems Administration

Salary Block: 15

Reports To: Director of Computer Services

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:
Leads the design, planning, research and engineering of district-wide technology. Spearheads strategic, research and development processes in technology operations. Project manages technology operations, processes, systems, applications, strategic planning and tactical initiatives. Manages/Assists with the district’s E-RATE program, technology grants and departmental budget; maintains technology inventories and manages distribution of resources. Oversees district technology planning, security and business continuity; geographical information; research and engineering services. Supervises, organizes, schedules and maintains technology planning, R&E operations, assigned personnel and documentation. Plans, maintains, monitors and updates the district’s technology plan, department business continuity plan and strategic plan, as well as all other plans and initiatives. Conducts departmental and district technology audits and assessments. Performs research and evaluation on the amalgam of technologies, processes and trends. Tests and analyzes processes and support for District enterprise systems, controls, network appliances, automation and applications. Conducts vendor evaluations and negotiations, and monitors vendor delivery of project requirements. Provides training, support and assistance on various systems, other responsibility will include all System Administration of MS Active Directory, messaging and collaboration, storage technology, and servers.

Qualifications:

Education/Certification:
- Associate Degree or 60 hours in Information Systems, or related field with 6 years experience; Or related technical certifications with emphasis in technology operations, planning, infrastructure architectures, applications and operating systems with minimum 6 years experience

Special Knowledge/Skills:
- Intermediate knowledge of grant research, application and administration (familiarity with the E-RATE program preferred)
- Verifiable exposure to technology, project and strategic planning and processes
- Evident focus on customer service initiatives, rigor and discipline, teamwork, collaboration, staff development and training
- Critical analytical skills in technical systems, networks, hardware, software, analysis, programming, design and problem solving
- Evaluates new technical systems, operating systems and applications
- Broad knowledge of technologies and technical operations
- Proficient in conducting research and trend analysis; able to present subsequent recommendations clearly and concisely
- Strict attention to detail in the areas of budget analysis, development and reporting
- Team player with ability to collaborate with diverse individuals at all levels of the district and with cross-functional teams

ADOPTED: 5-9-00

AMENDED: 7-11-01, 3-26-04, 4-15-05, 4-20-05, 6-15-05, 7-20-05, 7-27-05, 5-4-06, 4-25-07, 4-27-07, 10-5-16, 10-23-17
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- Demonstrated skills in project management, staff development, organization and planning
- Defines, communicates and validates business and technical requirements
- Excellent written and verbal communication and presentation skills with the ability to make technical issues understandable to a wide-ranging audience
- Team player with ability to collaborate with diverse individuals at all levels of the district and with cross-functional teams

Experience:
- Minimum of 6 years of experience in IP networks, fiber storage networks, storage technologies, hardware, applications, software, video, and data communications and systems administration
- Solid experience in resource administration, budget formulation, analysis and reporting, knowledge of E-Rate
- Proven expertise and involvement in all aspects of design, development, and implementation of technology systems in a heterogeneous environment with emphasis in data and voice communications, WINDOWS 2003, UNIX, MSSQL, Linux, (Knowledge with Microsoft Active Directory architecture, technical operations, disaster recovery preferred), Microsoft exchange, storage area network
- Demonstrated expert understanding in computer standards, practices and applications
- Supervision experience required

Major Responsibilities and Duties:
1. Leads the analysis, designs and engineering of technology, operations, processes, systems, applications, strategic plans and tactical initiatives to enhance the overall success and efficiency of the District’s business, educational and operations.
2. Manages district’s E-RATE program and other technology grants.
4. Assess proposed configurations to ensure system integrity, security and effective system interface.
5. Recommends the upgrade, enhancement and replacement of system hardware, software and technical communications management systems.
6. Designs and engineers telecommunications systems and security.
7. Researches and analyzes new technical infrastructure systems and applications.
8. Maintains a broad and current knowledge of emerging technology, equipment and systems.
9. Provides technical support and training to end users and staff.
10. Documents program development and procedural instructions to assist District personnel in using systems effectively.
11. Provides input in short and long-term planning to ensure the district’s information systems are able to handle ever-changing demands and needs.
12. Coordinates and collaborates with district staff, committees, campuses, departments, and other agencies to access system and technology needs.
13. Project manages and consults to all District campuses with the acquisition of new technical systems.
14. Serves as resource administrator for the departmental budget, technology inventories and other areas of accountability.
15. Participates in development, implementation, and maintenance of policies, objectives, and short and long term planning; develops tracking and evaluation programs and metrics to assist in accomplishment of established goals.
16. Plans, maintains, monitors and updates the district’s technology plan, departmental business continuity plan, strategic plan and other plans and initiatives.
17. Establishes and maintains a customer-service oriented delivery approach. Provides a friendly, safe, timely, quality driven environment that is responsive to district and community needs.
18. Fosters and adheres to district core values. Works in and fosters a team environment.
19. Performs departmental and district technology audits and assessments.
20. Responsible for equipment, materials and tool inventory.
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22. Provides and reports statistical data relevant to ongoing projects to management and staff.
23. Develops and generates reports to ensure the district meets all mandated reporting responsibilities accurately and in a timely fashion.
24. Assists in community awareness of technological goals and programs adopted by the district.
25. Enforces and adheres to safety rules and policies of the district safety program.
26. Maintains total confidentiality on all information maintained in District’s systems.
27. Upholds and adheres to Federal, State and Socorro ISD safety rules and policies.
28. Supports the goals and objectives of the district and complies with district policy.
29. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
30. Performs any other duties as assigned by the appropriate supervisor.
31. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors: Frequent use of computer; frequent district-wide travel; works with frequent interruptions; occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

______________________________________________
Employee Name (please print)

______________________________________________
Signature Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.