

## MINISTRY PROFILE

<b>Position:</b>	Technology Services Team Leader
<b>Reports to:</b>	GRACE Director of Strategic Operations and Finance
<b>Primary Job Objective:</b>	The Technology Services Team Leader shall plan, coordinate and direct the instructional and administrative technology of the GRACE System.
<b>Qualifications:</b>	The Technology Services Team Leader will preferably be a Catholic and would have training or certification to provide leadership in instructional and administrative technology. The Technology Services Team Leader must be able to demonstrate high level technical knowledge of the broad range of technologies and some experience working in an educational setting.

### I. Essential Job Responsibilities:

To perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### A. Technology Leadership

- Provide leadership to the system in planning and developing instructional and administrative technology services.
- Provide for the instruction of staff and students in the area of instructional technology.
- Work with administration and staff to align technology with system goals.

#### B. Personnel Management

- Set duties, responsibilities and priorities of the technology staff.
- Coordinate and oversee technology services and personnel at each site.
- Work with school principals to evaluate site technology staff.
- Manage and coordinate the prioritization of technology coordinator duties.
- Oversee the management of GRACE help desk support system (Spiceworks)

#### C. Technology Skills

- Possess high level technical knowledge in the broad range of technologies used in a school system.
- Maintain the setup and repair of network software and hardware.
- Set up beginning of year programs and create download reports.

#### D. Vision and Planning

- Develop and administer the system technology plan.
- Prepare and present the technology budget.
- Research, evaluate and assist in the writing of technology grants.

#### E. Communication

- Communicate technology vision to the GRACE system.
- Translate the vision into a practical and detailed technology design.
- Model and advocate the responsible and ethical use of technology.

#### F. Operational

- Oversee and approve all technology related purchases
- Coordinate purchasing with applicable entities (Principals, Finance Department)
- Manage technology inventory
- Oversee GRACE technology needs relative to systems for: Enrollment, Student Information Systems (Power School), Point of Sale Systems, State of Wisconsin Testing (ELL, Access, Choice), Accreditation, MAPS testing, Professional Education Systems (Teach Point).

#### G. Other Duties as Assigned

## **II. Work Environment:**

- A.** Required to participate in GRACE, Diocesan and other appropriate technology committees and meetings.
- B.** Required to work outside regular hours with some flexibility in hours.
- C.** Required to meet deadlines under pressure during frequent disruptions of daily schedule.
- D.** Required to have valid driver's license and reliable vehicle for travel between GRACE sites.