

Technology Program Manager

The Technology Program Manager role is multifaceted with approximately 85% to support education-related technology projects and 15% supporting operations-related technology support. They are responsible for supporting existing and new projects that improve the computing environment, planning and professional development for TAF and transformation schools.

Responsibilities

Serves as Technology Program Manager for the Technology Access Foundation (TAF)

- Provides leadership in monitoring and supporting Technology annual work plan
- Attends one on one meetings with the Executive Director to provide programmatic updates, problem solve, and receive direction
- Plan learning sessions, professional development for teachers at TAF partner schools
- Create reports, slide decks, or otherwise to present information to the Executive Director as it pertains to Technology and Technology Needs
- Serve as the technology representative and liaison to the Executive Director on initiatives related to technology
- Partner with Executive Director and TAF's Student Information and Data Analyst to oversee implementation of *data storage system*
- Participate in hiring of technology team

Financial Management

- Monitor and review the technology annual budget
- Communicate proposed budget priorities and needs to Executive Director of Education

Staff Management

- Fosters a professional, respectful work environment that encourages open communication, continuous learning and improvement for the staff
- Evaluates each direct report based on the TAF performance evaluation process and reviews performance evaluations performed for the technology team

Community Relations, Communications, and Relationship Building

- Builds trusting relationships with teachers and school administration to enable discussion, reflection, and inquiry around the use of technology
- Fosters effective and reliable communication between school administration, Director of TAF@Saghalie, and the Executive Director of Education to relay information and respond to emerging needs

Hardware, Software and Network

- Plan for needed network and cloud infrastructure maintenance and growth
- Create processes for Tech Support Specialist and Maker Specialist/Instructor to respond to staff and organizational troubleshooting and repair
- Troubleshoot wireless connectivity issues on campus
- Active Directory and Windows Server Administration
- Assist students and teachers with district account issues

IT Vendor Partnerships

- Coordinate projects and billing
- Budget for annual technology support needs

District Partnerships

- Coordinate with ITS for needed hardware
- Provide tier one support for TAF@
- Communicate changes in technology as required by the district partnership
- Coordinate procedures for technology misuse with school administration
- Provide support to district staff with inventory and ongoing monitoring
- Collaborate to support student use professional development on use, safety and care

Professional Development

- Coordinate Technology Professional Development for teachers and STEM Institute
- Create Annual plan for Tech Professional Development
- Attend ISTE or SXSW Conference and coordinate teacher attendance

Makerspace

- Plan improvements to make TAF@ engineering a model program

Lifelong Learner

- Consistently seeks new experiences and opportunities for learning
- Demonstrates deep reflection both verbally and in written form

Qualifications, Knowledge & Skills

Required Education, Experience, and Competencies.

- *Bachelors or Masters Degree in Education, Research or other relevant field*
- Five or more years program management/evaluation experience in education, business, or nonprofit position, including supervision/management of staff.
- Ability to represent underserved children of color for higher education and professional success.
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly.
- Familiarity working in diverse and multicultural and bilingual environments.

Preferred/Desired Education, Experience, and Competencies.

- Experience as a teacher, principal or district executive in the K-12 public school system
- Understanding of public school district operations
- Experience with Microsoft Server and Active Directory
- Knowledge of 3D modeling software
- Knowledge of Adobe Creative Suite
- Knowledge of Video editing
- Experience with 3D printers (calibrating, troubleshooting)
- Arduino and/or Raspberry Pi experience
- History of positive evaluations
- Documented experience and education in computing



Salary: \$65,000 - \$72,000 DOE