

WILSON CREEK SCHOOL DISTRICT

PO BOX 46
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541
FAX (509) 345-2288

Information Technology Manager

OPEN IN HOUSE: 4/2/2025

OPEN TO PUBLIC: 4/10/2025

CLOSE: OPEN UNTIL FILLED

JOB DESCRIPTION:

Information Manager

8-Hours per day/170 days Monday – Thursday / On-call during summer

\$30.37-46.58 per hour

DESCRIPTION: The Information Manager is responsible for leading and managing the district technology infrastructure, policies, and services to support student learning, administrative operations and future growth. This role oversees the planning, implementation, and maintenance of all technology systems, including data collection, processing, reporting, and network infrastructure. Under the supervision of the Superintendent/Principal, the Information Technology Manager oversees the development, execution, support, and evaluation of a robust and comprehensive information technology (IT) system. Additionally, the Manager collaborates with district leadership to align technology initiatives with education and operational goals, ensuring seamless integration across the school and departments.

Essential Duties and Responsibilities:

- Develop, implement, operate, monitor, and evaluate the district's technology program.
- Provide leadership for technology initiatives, including planning, budgeting, and collaboration.
- Maintain technology operations: systems administration, network management, data security, and emergency recovery.
- Ensure data integrity and assist staff with data access.
- Identify hardware and software needs, ensuring alignment with instructional technology plans.
- Supervise technology asset inventory and oversee technology training development.
- Coordinate staff development in technology competencies.
- Implement a ticketing system for technology-related needs and oversee cybersecurity systems.
- Advise on financial implications of technology programs and manage budgets.
- Formulate policies for information technology management and oversee organizational management.
- Evaluate and improve program effectiveness through data collection and analysis.
- Maintain relationships with external technology administrators and represent the district publicly.

Qualifications:

- Preferred experience in Computer Science, Information Technology, or related field.
- Minimum one year of technology management experience, preferably in K-12 education.
- Knowledge of district-specific technology systems and experience with Skyward.
- Industrial certifications (e.g., ITIL, CISSP, PMP) preferred.

Skills & Abilities:

- Strong leadership and conflict resolution skills.

- Ability to anticipate trends in educational technology.
- Experience in budget planning and resource allocation.

Technology Infrastructure & Support:

- Oversee network management, cybersecurity, and IT service delivery.
- Manage technology budgets and procurement.
- Evaluate and implement hardware and software solutions.

Collaboration & Training:

- Assess technology needs with district and school administration.
- Provide training and support for staff and students.

Facilities & Operations:

- Coordinate technology integration in construction and renovation projects.
- Oversee daily IT operations and maintain documentation for technology policies.

Budget & Resources:

- - Develop and manage the IT budget, ensuring strategic resource allocation.
- - Collaborate on forecasting technology expenses and cost-saving opportunities.
- - Oversee procurement processes and provide financial reporting on technology spending.

Compliance:

- - Ensure compliance with federal and state technology laws and regulations.
- - Oversee the E-rate program for eligible technology projects.

BENEFITS: Please visit our website at www.wilsoncreek.org to find benefit details. Benefit details are located via the following path on the Wilson Creek School District website. (District >HR>Benefits.) Link: https://www.wilsoncreek.org/?page_id=13146

APPLICATION: Please submit the following:

- Letter of interest
- Completed application packet (available on our website at www.wilsoncreek.org)
- Unofficial transcripts, official transcripts will be required of the successful candidate.
- At least three (3) references qualified to assess your past work history

Inquiries may be directed to 509-345-2541 or email jobs@wilsoncreek.org

Please submit all application materials to:

Wilson Creek School District

PO Box 46
400 Navar Street
Wilson Creek, WA 98860