

**Policy GFAEJ: Job Description: Student and Technology Support Manager**

Status: DRAFT

Original Adopted Date: 07/19/2021 | Last Revised Date: 02/09/2026 | Last Reviewed Date: 02/09/2026

**ESSENTIAL FUNCTIONS:**

- To coordinate and oversee all technical functions related to student information for the school district.
- To maintain E-Rate documentation and compliances with E-Rate regulations.
- To provide support to special student populations to include homeless and foster care students in collaboration with school personnel.
- To maintain E-rate, assets and purchasing for the technology department.

**QUALIFICATION REQUIREMENTS:**

- Minimum of 3 5 years of experience.
- High School Diploma; specialized training in Central Access Student Information Programming.
- Experience with SAM Spectra, Title I, Crate, and other Student Information Systems.
- Knowledge of E-Rate.
- Knowledge of K-12 purchasing guidelines and laws.

**REPORTS TO:**

Director of Information Technology and Director of Federal Programs/Student Services.

**PERFORMANCE RESPONSIBILITIES:**

- Assist the technology directors Director of Information Technology with E-Rate.
- Maintain E-Rate documentation and compliances with E-Rate regulations.
- Keeps Technology Directors the Director of Information Technology informed of upcoming E-Rate deadlines and trainings.
- Attend E-Rate training when needed.
- Perform E-Rate audits to ensure compliance and report findings to the technology director.
- Purchasing for technology department.
- Responsible for all technology purchases funded through the district technology budget.
- Maintain technology department assets.
- Assists in distribution of technology purchased for the schools.
- Responsible for all technology purchases and assets funded through the schools' technology budgets.
- Responsible for conducting school audits to verify that school technology-funded assets are properly located and accounted for.
- Serve as the liaison between the Technology Department and Human Resources to facilitate the creation and deactivation of employee email user accounts.
- Serves as the Homeless Liaison.
- Assures that homeless students are fully integrated into the school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education.
- Coordinates and collaborates with the state coordinator, school personnel and community organizations responsible for the provision of education and related services to homeless students.
- Acts as a liaison between schools, shelters, and the community on behalf of homeless students.
- Ensure that homeless students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health services and other appropriate services.
- Ensure that public notice of the educational rights of homeless students is distributed where such students receive services
- Ensures that the parent of a homeless student, or any unaccompanied homeless student, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing appropriate transportation.
- Maintains federal documentation of homeless students and disseminates this information to appropriate departments.

- Inform parents, guardians, and caregivers of homeless children and youth of opportunities and services available in the community.
- Collect data and information on such students that will help the Federal Program/Student Services Director prepare federal grant applications and secure services for such students.
- Other duties may be assigned as needed.
- Serves as the Foster Care Point of Contact (POC) and acts as a liaison between the state and the district.
- Serves as the Secondary MSIS contact for Student Services.
- Serves as an administrator of the Student Information System (SIS).
- Acts as liaison to collaborate with the school personnel to ensure accurate data for information systems.
- Responsible for managing the SAM student online registration.
- Act as district liaison for Student Information System (SIS).
- Coordinate and schedule training for district personnel on (SIS).
- Schedules and completes Affidavits of Residency for all attendance centers; maintains a district spreadsheet of Affidavit recipients.
- Any other duties as assigned by the Director of Student Services and/or IT Directors the Director of Information Technology.
- Ability to lift and/or carry up to 25 pounds as needed.

#### TERMS OF EMPLOYMENT:

~~A portion of this salary will be federally funded.~~ Employment will be for 12 months/232 days.

**SALARY SCALE:** Based on school board policy GGBS

#### EVALUATION:

Performance in this position will be evaluated annually by the Director of Information Technology and the Director of Federal Programs/Student Services in accordance with provision of the Board's policies on evaluation.

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