Tulare County Office of Education
JOB DESCRIPTION   **Job Title: Information Systems Manager,** *ECEP (9861)*

Job Summary:
Under the direction of the Early Childhood Education Administrator, the Information Systems Manager is responsible for supervising the installation, configuration, and administration of all Program computers and network equipment.

Essential Functions:
- Provide comprehensive computer, network, and application training and support for Early Childhood Education Program staff.
- Supervise the maintenance of parent computers, classroom computers, and all educational software used by children and staff.
- Manage the Early Childhood Education Program's database systems.
- Participate in annual budget planning and strategic planning processes.
- Attend and present to state, regional, and national Head Start conferences and workshops.
- Write and update all computer and network related policies.
- Monitor staff, volunteer, and participant compliance with all relevant policies and procedures.
- Monitor and maintain data entry via reports and dynamic monitoring to ensure integrity and accuracy of database input.
- Research appropriate programming tools and techniques.
- Research, propose, bid, and purchase new computer and network hardware and software.
- Assist Managers and Coordinators in developing training plans for all staff who use the Early Childhood Education Program's data management system and/or who need to utilize report information.
- Supervise and/or perform regular data system backups.
- Develop or supervise the development of written documentation for software applications and procedures.
- Document network systems and procedures and supervise the maintenance of inventory records on all equipment.
- Work jointly with TCOE Information Systems to maintain and update the Early Childhood Education Program website.
- Meet with management and staff, determine needs, program, test and debug, provide training and support.
- Plan network infrastructure to accommodate growth and changing organizational needs.
- Monitor to ensure all information required for the federal Program Information Report (PIR) is maintained in a manner that will allow compilation of data by the end of the program year.
- Outlook mail program; Microsoft Office or OpenOffice.org; and PC hardware support and repair.

Knowledge and/or Abilities:

- **Knowledge of:**
  - Maintenance and administration of Local Area Network
  - Technical manuals
  - Local area network installation
  - Computer systems troubleshooting
  - Educational software
  - Social networking sites and their applications to Early Childhood Education like Edmoto,
- **Ability to:**
  - Plan, organize and assess the implementation of a comprehensive LAN.
  - Enter and/or verify data as needed with emphasis on speed and accuracy.
  - Develop information systems to assess program progression in meeting federal performance standards and objectives (via Child Plus data reports).
  - Analyze problems and diagnose problems.
  - Communicate clearly, concisely and professionally both orally and in writing.
  - Monitor program implementation in a variety of settings and propose strategies to correct identified problems.

- Work with diverse populations.
- Work independently with little or no supervision
- Excellent diagnostic, troubleshooting, and problem solving skills.
- Speak, read and write Spanish preferred.

Education Required:
- High School Diploma.
- Bachelor's degree in Information Services or related field, preferred.

Experience Required:
- A minimum of one (1) year of experience providing computer training experience in the classroom or in another formal setting.
- A minimum of three (3) years' experience working with Head Start, State Preschool or another Early Childhood Education Program implemented technology.
- A minimum of two (2) years' experience managing a Linux, UNIX or Windows Server file and application server, preferably in a networked multi-user environment.
- A minimum of one (1) year experience designing, developing, maintaining and updating a website, preferred.

Certificates, Licenses, Clearances Testing and/or Bonding Required:
- Valid California Driver's License and use of personal vehicle.
- Proof of automobile liability insurance.

FLSA Status: Exempt   November 2020