



## POSITION ANNOUNCEMENT

<b>POSITION:</b>	<b>TECHNOLOGY MANAGER</b> <b>Administrative Offices – Sioux Falls</b>
<b>REQUIRED QUALIFICATIONS:</b>	Associates degree in computer technologies or related field.
<b>EXPERIENCE/ SPECIAL SKILLS/ DESIRED</b>	Knowledge of Macintosh and Windows operating systems, Meraki wireless internet, Google Admin Console, Windows Server, SQL Server, Adobe Products, and Web/email packages highly beneficial. Requires familiarity of networking systems, TCP/IP protocols and security measures. Must be able to troubleshoot, repair and diagnose problems in person and remotely and be able to repair computer systems hardware. Ability to direct own work; ability to communicate effectively orally and in writing, and strong organizational skills. School technology experience preferred.
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>	Maintains all technology systems for the agency, including administration of servers (file, database, web and email), workstation and network appliances, phone system, and electronic monitoring, as well as information security for all organization systems. Conducts planning and budgeting for technology needs. Assists instructors in utilizing and expanding usage of technology in the classroom. Technology support for all personnel, including software installs, upgrades, monitoring and troubleshooting. As part of the administrative team, this person will help support administrative functions in the educational office. Complies with policies, operating procedures, and program requirements; participates in ongoing professional growth; requires regular attendance at the assigned duty location.
<b>SALARY:</b>	\$45,000 - \$50,000 depending upon experience.
<b>WORK SCHEDULE:</b>	226 days, year-round.
<b>START DATE:</b>	As soon as possible.
<b>APPLICATION DEADLINE:</b>	Until filled

Applicants should send the following information to the Human Resources Office (address above or email [employment@teachwell.org](mailto:employment@teachwell.org)):

1. Letter explaining interest in this position.
2. Resume with updated information, work history and current employer.
3. Completed Teachwell application form (available at <http://teachwell.org/about-teachwell/employment/>)

Person hired will need to provide verification of eligibility to work in the U.S. and pass a fingerprint-based criminal background check.

Teachwell Solutions is an Equal Opportunity Employer. Minorities encouraged to apply.

715 East 14th Street » Sioux Falls, SD 57104-5151 » voice/tdd: 605.367.7680 » f: 605.367.6036  
e: [info@Teachwell.org](mailto:info@Teachwell.org) » w: [Teachwell.org](http://Teachwell.org)