

SW Regional Education Cooperative

INFORMATION SYSTEMS TECHNOLOGIST I Job Description

Reports To: Director of Technology

Terms of Employment:

- 8 hours daily/230 Days
- \$35,000 - \$45,000 depending on experience
- Work based in Deming office location
- Must complete a background check/fingerprinting

QUALIFICATIONS

- High School diploma or equivalent supplemented by at least one year of college, technical, or prior job training
- Education and/or Information Technology certification(s) preferred; college-level course work in computer science or college degree desirable
- Strong IT skills including knowledge on hardware, software, and networks
- Critical thinking skills, problem solving aptitude
- Experience with Server Administration and Network Infrastructure (routers, firewalls, switches) preferred
- Experience in professional cybersecurity a plus
- Must be willing to travel within the member districts as well as the state of NM and hold a current valid driver's license with a good driving record

ESSENTIAL FUNCTIONS

- **Knowledge, Skill and Abilities**
 - Ability to support and maintain server administration
 - Ability to support and maintain network infrastructure, software and equipment
 - Ability to support and maintain routers, firewall or wireless access points and related equipment
 - Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required
 - Ability to be self-motivated to complete tasks/responsibilities with minimal supervision and as part of a team as needed
- **Performance Responsibilities/Worker Traits**
 - Understanding and compliance with the Southwest Regional Education Cooperative (SWREC) employee policy manual, technology policy, and Harvest time tracking system are required
 - Represents SWREC, its programs, and its member districts in a positive manner, interacting with the general public and colleagues
 - Assists in developing project plans, scheduling, monitoring, and communicating project status
 - Supports implementation of hardware/software products on-site and in configuration of products
 - Assists with technology-based instructional support in classroom settings in coordination with educational support staff (i.e., Reading Coach, Instructional Coach, Instructional Services Program Manager, Professional Development facilitator)
 - Coordinates the installation, implementation, maintenance, training and modifications to computer hardware and software
 - Coordinate and implement crisis planning for SWREC and as needed, assist member districts
 - Assists, as directed by the Director of Technology and/or the Executive Director, member districts with security planning
 - Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, FERPA, HIPAA, etc.)
 - Assists with operational systems, file organization, data entry and other tasks necessary to facilitate duties of the technology department

SWREC Region 10 does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.

Updated: 5/27/21

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- Assists with events facilitation, both virtual, onsite and facilitating events statewide, as assigned by supervisor
- Acts as liaison with specified technology users and confers with the users to define educational issues
- Communicates positively and effectively with parents, students, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of SWREC programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations
- Ability to demonstrate flexibility in the performance of various job functions is required
- Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required
- Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required
- Communicates effectively in both verbal and written format for effective interpersonal relations with SWREC districts
- Demonstrates willingness to provide group and one-on-one training to SWREC districts
- Provide effective project management including detailed project plans, objectives, control methods, and coordination of regional efforts
- Develop quality systems that are effective, efficient, and that satisfy user needs
- Complete assigned tasks in a timely manner
- Provide a central point of contact for users to address questions, report problems, and submit request related to computer hardware/software systems
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- May need to use own vehicle for travel (mileage reimbursement will be provided)
- **Physical Requirements/Environmental Conditions**
 - Requires prolonged sitting and standing
 - Requires stooping, bending, reaching and lifting
 - Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials
 - Requires the ability to handle multiple tasks with frequent interruptions
 - Travel between district locations is required
 - May require adjusting work schedule to complete tasks
 - Attendance on a regular basis consistent with the SWREC attendance policy is required. Attendance at mandatory SWREC or program meetings and professional development is required.
 - Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory SWREC or program meetings and professional development is required.

APPLY online by clicking [HERE](#)

NOTE: *Before applying – please have your updated letter of interest, updated resume, and letters of reference (if applicable) BEFORE beginning the application.*