

Job Code:

FLSA Status:

Grade/Step:

Costing Code:

Algiers Charter School Administration Job Description

Effective Date: January 18, 2006
Job Title: Technology/IT Manager
Department: Information Systems
Location: Central Administration
Reports to: Operations Director

This is an opportunity to participate in revolutionizing an industry, revitalizing a community, and continuing to build your career.

In the wake of Hurricane Katrina, the city of New Orleans was forced to evaluate and redesign much of the public school system. With reform came the creation of the Algiers Charter School Association, which provides services to a newly formed network of 13 charter schools. Currently, five of the thirteen schools are open with plans to open some of the remaining eight in the next school year. Still in its beginning stages, this new network of schools will give candidates the opportunity to shape the culture and strategic focus of ACSA, as well as the environment for the students of these public schools.

The Algiers Charter School Association seeks an enthusiastic, entrepreneurial Information Systems Manager to direct, coordinate, and manage the management information systems department. Additionally, the Information Systems Manager will serve as a member of the eight-person academic and operational executive team which is responsible for providing strategic direction for the start-up organization.

Responsibilities include (but are not limited to) the following:

Short-term technology needs:

- Ensure data integrity, business continuity and disaster recovery planning, operating system migration, mass storage, document retention policy, and security policy

Long-term technology needs:

- Develop and maintain systems architecture, defining standards and protocols for data exchange, communications, software, and interconnection of network information systems
- Manage and maintain systems development and operations, hardware and software, networks, disaster recovery plans, security, and databases
- Provide end user support in the selection, procurement, usage, and maintenance of hardware and software
- Deliver basic user training and demonstration of software functionality
- Serve as a liaison with IT outsource provider(s)

Qualifications:

- Bachelor's Degree in Computer Science, Management Information Systems or related technology field, and three + years of previous experience;
- Demonstrated management capability;
- MBA or other advanced degree preferred.