Job Title:	Mobile Technology Administrator	**Exemption Status/Test:**	Exempt
Reports to:	Director	**Date Revised:**	July 26, 2016

Dept. /School: Technology and Information Services: Network and Communications Infrastructure

Primary Purpose:

Manage implementation of mobile technology devices and systems.

Qualifications:

Education/Certification:
College degree with advanced technical education or equivalent experience
JAMF Certified Caster Technician (CCT)
ACMT (Apple Certified Mac Technician), preferred
ACTC (Apple Certified Technical Coordinator), preferred

Experience:
Experience managing a large iPad/MacBook deployment using the Casper Suite Mobile Device Management System
Minimum of five (5) years supporting mobile technology in an education environment

Special Knowledge/Skills:
Proficiency with Microsoft, Apple and Android operating systems and applications
Knowledgeable in networking concepts and related administrative tools
Knowledgeable in mobile device technology: smart phones, laptops, tablets, iPads, MacBook's, Chromebooks and other wireless devices
Knowledgeable in interactive instructional technology: digitizing tablets, student response systems, smart boards, Apple TV and other digital classroom technologies
Proficiency in building customized application packages for redistribution to a variety of platforms (Windows, Apple, and Android)
Successful troubleshooting skills and the ability to resolve technical problems relating to wireless classroom devices and applications
Ability to positively interact with all levels of school employees and to work positively and cooperatively with co-workers
Willingness to learn new skills and take on added responsibilities
Strong organizational Skills, effective communication, and initiative

Major Responsibilities and Duties:

1. Coordinate planning, engineering, and deployment phases of time-critical projects
2. Research, test, and oversee the deployment of digital technology including Apple equipment, mobile devices and interactive instructional devices
3. Build, test and manage deployment of applications for interactive technology following GISD Technology guidelines and procedures
4. Document and deliver training to other Technology personnel as needed to develop a support framework for interactive technologies

Supervisory Responsibilities

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Mobile devices, personal computers and peripherals
Posture: Frequent standing; some kneeling, squatting, bending and stooping
Motion: Walking; reaching overhead, front side and back
Lifting: Moderate strength needed in arms, shoulders, back and legs; lifting or carrying PCs up to 25 pounds for short distances
Environment: Work inside in office, classroom and computer lab environments; frequent travel within the district
Mental Demands: Provide technical expertise and problem-solving skills in support of CTAs, CTSs, and district staff; exhibit self-control and patience when dealing with staff and CTAs/CTSs; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.