



REVISED: 01/18/2025
Submitted: 12/17/2024

JOB TITLE:	PLATFORM & SYSTEMS SPECIALIST
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4224
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Directs the budget, planning, engineering, administration, deployment and support for platforms as well as systems in the Engineering & Operations portfolio of the Technology Division of JCPS. This role will oversee the regular support of critical systems and platforms, project activities and proactive maintenance tasks. As core platform technologies change this role will adapt to support these changes through continuous learning and up skilling.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Oversee budget planning for platforms and systems within the portfolio of this role
Lead the technical team responsible for administration and support of Microsoft365, Azure Active Directory, Google Workspace, RapidIdentity, Clever, Incident IQ, Learn Platform, Infinite Campus, and others
Lead the technical team responsible for management of the district's email systems - including email mailboxes, distribution lists, and related resources
Works cooperatively with all technology leaders in assessing and addressing the District's technology priorities and needs in order to develop, review and revise programs or activities; heavy and frequent collaboration with the Infrastructure team to ensure alignment is a must
Assist with short-range and long-range planning of technology efforts that support the JCPS and KDE Technology Plans
Oversee multiple concurrent projects and utilizes effective time management, planning, and people skills to liaise with other team members and customers to ensure timely delivery of projects and to provide a timely status update to all project stakeholders
Support continuous improvement of the overall technology lifecycle management process. Support systems like the asset management system to support things like inventory of technology assets and instructional devices from procurement through end of life
Leads Identity Lifecycle Management efforts to ensure a safe, seamless digital experience for students, staff, partners, and vendors
Provide leadership and direction to the JCPS Microsoft and Google domain admins to ensure coherence between the identity lifecycle management process and Identity Lifecycle Management Provider
Supervises and directs the work of the Platform and Systems team along with committees and task forces as assigned
Drive efforts to proactively monitor logs and usage analytics to identify and mitigate threat vectors across all systems to ensure high availability and information integrity; coordinates with the cyber ops and assists in information security forensics and remediations as needed
Collaborates with stakeholders along with the JCPS Cybersecurity Team to ensure that cybersecurity tools are integrated seamlessly with the JCPS Identity Management Solution to close security gaps in identity and access controls
Participate in projects, upgrades, outages and be available to assist after hours as needed by the team
Ensures compliance with local, state and federal regulations and procedures related to area of assignment

Ensures compliance with Board Goals and Administrative Objectives related to area of assignment
Mentor Platform & Systems team along with other technical staff
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree in area of assignment

Three (3) years of successful leadership experience with instructional technology

Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with information technology

District-level leadership experience

Experience in a diverse workplace