

# Grand Rapids Public School District

## Educational Technology Infrastructure Administrator (11713)

### JOB POSTING

---

#### **Job Details**

Posting ID

**11713**

Title

**Educational Technology Infrastructure Administrator**

Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**GRPS MISSION:** Our mission is to ensure that all students are educated, self-directed and productive members of society.

**Department:**

**Management Information Services**

**Unit:**

**Professional and Administrative Exempt**

**Salary:**

**Determined by the district and a comprehensive benefits package**

### **JOB SUMMARY**

The Educational Technology Infrastructure Administrator designs full technology solutions, manages technology solutions implementation and upgrade projects, and manages/directs subcontractors and other GRPS technicians. The Administrator is also responsible for project management involving deployment of upgraded or new systems and technologies for the educational and instructional areas of the district. This position reports to the Coordinator of Management Information Services (MIS).

### **ESSENTIAL JOB FUNCTIONS**

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

- Design, develop, document, create, and maintain specifications, applications, and configurations for educational technology systems and components that enhance educational opportunities for students
- Serve as the project manager for the deployment of upgraded and new systems and technologies in all educational and instructional areas of the district
- Serve as the lead designer of educational technology infrastructure systems and work with Educational Technology Specialists and other stakeholders to insure alignment with educational and instructional goals
- Design, develop, document plans and manage the work of subcontractors and their agents in the design, implementation, and repair of systems and components
- Manages/direct subcontractors and other GRPS
- Troubleshoot hardware, software, and infrastructure components and facilitate repairs throughout the district
- Provide project plans, task progress, and task completion data prepared in a professional manner to supervisor and support personnel
- Facilitate training regarding new and updated systems or features for MIS team members and customers

- Give oral and/or written reports including project plans to supervisor regarding tasks in progress, planned, and completed.
- Maintain inventory and maintenance records of hardware, software, and infrastructure components in the educational and instructional areas of the district
- Maintain software-based solutions to monitor and report on use of educational technology components and applications
- Maintain a high level of technical knowledge and expertise through a continual education process, both formal and self-taught
- Participate in district network and systems planning and design to ensure interoperability of systems and infrastructure
- Interact with team members, administration, students, parents, and the community in positive, supportive, and cooperative ways
- Perform other tasks, as requested

*This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.*

## **QUALIFICATIONS**

### **Education and Experience:**

- 3 years' experience in designing and maintaining educational technology systems, leading technology implementation projects, and hands-on experience in repair and maintenance of computing devices, audio/visual presentation/performance technologies, and digital teaching technologies

### **Preferred Qualifications:**

- Associates degree in computer science (or other similarly named degree)
- Experience with enterprise network hardware and software
- Experience with specific applications and technologies preferred, including the following: Windows Desktop OSes, Microsoft Office, Microsoft Office365, Microsoft SharePoint, Microsoft OneDrive, Apple iOS, Chrome OS, Mac OS, Android OS, Microsoft ActiveDirectory, 802.11 wireless networking, structured ethernet cabling systems, Apple TV, Vivi Wireless Presenters, RS-232, TCP/IP, and IR-based A/V control systems, audio enhancement systems, live production audio and video systems, video displays and projection systems, interactive display systems, digital collaboration systems, remote meeting systems, Cisco telephony systems, and remote control software

### **Knowledge, Skills and Abilities:**

- Ability to research, test, and collect information on new ideas/concepts and possess a strong conceptual background in technological issues with careful, well thought out implementations
- Ability to quickly learn new skills
- The ability to manage multiple tasks simultaneously and work effectively under pressure with end-users at all skill levels
- Effective oral and written communication skills
- Demonstrated ability to work in a fast-paced team environment
- Customer service focus with the ability to relate well with staff and the school community with excellent communication and cooperation
- Demonstrated ability to work with a variety of individuals in a problem-solving situation
- Ability to identify the root causes of problems and to apply and document permanent corrective actions to repair the problems
- Demonstrated project management, organizational and time management skills

## **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

## WORK ENVIRONMENT

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, well-being, and work output of students.

## MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

### ***Non-Discrimination***

***The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at (616) 819-2022 or [humanresources@grps.org](mailto:humanresources@grps.org).***

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$82,727.94 to \$93,111.02</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Position Type</i>	<b>Licensed and Certified Staff</b>
<i>External Job Application</i>	<b>Teacher / Administrator / Licensed &amp; Certified</b>	<i>Internal Job Application</i>	<b>Teacher / Administrator / Licensed &amp; Certified</b>
<i>Location</i>	<b>Franklin Campus Administration Building</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

### **SchoolSpring**

<i>Job Categories</i>	<b>--</b>
<i>Job Type</i>	<b>Full-time</b>
<i>Grade Level(s)</i>	<b>Not applicable</b>
<i>Degree Preferred</i>	<b>Not applicable ("Degree Preferred" will not appear on job posting)</b>
<i>Experience Preferred</i>	<b>No experience required</b>
<i>Work Eligibility</i>	<b>Citizenship, residency or work visa required</b>
<i>Employment Start Date</i>	<b>Start Immediately</b>

### **Job Application Timeframes**

<i>Internal Start Date</i>	<b>02/09/2026</b>	<i>General Start Date</i>	<b>02/09/2026</b>
<i>Internal End Date</i>		<i>General End Date</i>	

### **Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<b>GRPS Careers</b>	<i>Title</i>	
<i>Location</i>		<i>Phone</i>	<b>616-819-5272</b>
<i>Email</i>			

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>	
---	-----------	-----------------------------	--