



# Armando Ontiveros

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## Biography- Finance and Operations Analyst/ Webmaster

Armando is the Finance and Operations Analyst/ Webmaster for Edgewood ISD. He has worked for Edgewood ISD for the past 8 years and is also a graduate of the district. Armando gained his experience working as an intern at the Technology Department which eventually led him to become an official part of the Technology team. He has a technical background with computer repair, server administration, workflow processes, and website administration. Being a graduate from Memorial High School, Armando has given back to his alma mater by assisting with the boy's soccer team. "School first, soccer second. Without the grades and without school, we as a team, will not be able to accomplish the goals we have set for our players and our team to succeed as a student and as a person" Armando will be a graduate from the University of the Incarnate Word in December and is currently pursuing Microsoft certifications.

### Mission Statement

Edgewood ISD provides an exceptional learning experience that engages, empowers, and prepares students to compete and reach their highest potential in an ever-changing World.

### Vision

For every child, success in life.  
Edgewood Proud!

### Goal 2 – Focus on Students, Families and Community

- The Superintendent will increase communication and visibility between parents, students, teachers, and community regarding the educational process, school, events, and a comprehensive plan that addresses family/resource and social services.
- The Superintendent will provide the School Board with a comprehensive communications plan that supports the branding and marketing of the district.
- The Superintendent will provide the School Board with a comprehensive plan that addresses safety and security.

## What is important to me?

# Family

## Student Success

## Customer Service

## The Future of EISD

## Finance and Operations Analyst/ Webmaster -Roles and Responsibilities

### Webmaster- Role and Responsibilities

- Maintain websites for campuses and departments
- Design websites
- Generate and revise web pages
- Examine and analyze site traffic
- Utilize scripting languages such as JavaScript and HTML
- Regulate and manage access rights of different users on website
- Test websites to see if there are any parts that are difficult to use
- Fix links that don't work and pictures that aren't appearing properly
- Decide how site's content will be delivered to the Internet
- Test different browsers and ensure people with different computers can access a website

### Finance and Operations Analyst- Role and Responsibilities

- Manage and maintain physical and virtual servers district-wide
- Manage/ Create SQL databases
- Develop employee and student accounts within Active Directory
- Test software packages and verify specifications
- Install and configure all technical devices, software, and security system packages
- Help desk support
- Computer Troubleshooting support for the district
- Organize users and licensing accounts for email, Laserfiche, Txeis, and Web
- Install, configure, and maintain printers, and other technical components for the district
- Responsible for Txeis Financial software programs and maintenance
- Responsible for Laserfiche servers, online programs, and desktop clients

