TITLE: Director of Technology
REPORTS TO: Superintendent
QUALIFICATIONS:

1. BA/BS in Computer Science or equivalent work experience required.
2. Experience in networked information systems.
3. Experience in management of Windows, OS X, iOS, and other operating system technologies.
4. Experience with state reporting, student information systems, learning managements systems and content management systems.
5. Five (5) or more years' experience in a high-volume, technical support helpdesk and in a leadership capacity.
6. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across all areas of the curriculum; and promote efficiency in the schools with the use of technology.

ESSENTIAL JOB FUNCTIONS:

1. Demonstrates project management skills, including the ability to manage projects across teams.
2. Responds to high profile, high impact staff/student/parent escalation in a way that drives positive staff/student/parent perception.
3. Demonstrates outstanding written and verbal communication skills.
4. Maintains technical knowledge of new and current product lines.
5. Remains knowledgeable about education and corporate "best practices" security methods, laws, compliance and purchasing procedures.
6. Requires broad functional knowledge in all aspects of technical support management, including training and staff development support planning, logistic, and delivery quality.
7. Demonstrates ability to develop long-range plans for technology application in the schools and conduct related budget analysis.
8. Prepares portions of the district's Technology Plan as required and recommends changes as needed.
9. Provides leadership in the development of district policies relate to the use of instructional technology, computer software and online services.
10. Cooperates with central office administrators, school principals, and department supervisors in the development of a district-wide electronic information system and provides technical assistance, as needed.
11. Maintains an up-to-date inventory of the district's technology related equipment, software, and electronic services.
12. Maintains a log of technology related maintenance activities.
13. Maintains a catalog of available instructional software and hardware.
14. Assists in the development and coordination of the section of the budget that relate to educational technology.

15. Represents the district's computer education program to the public through computer workshops and other presentations.
16. Supervises and maintains the integrated voice, video, and data network.
17. Configures network to accommodate user needs.
18. Interacts with staff and students on network needs or problems as identified by district and school administrators.
19. Acts at the district's custodian or all technology licenses, documents, and inventory lists.
20. Interviews, recommends for appointment, assigns, supervises, and evaluates the performance of all technology support personnel and assists them in achievement of their job goals.
21. Performs such other tasks and assumes such other responsibilities as assigned by their supervisor.

WORK YEAR: Twelve-month employee
DATE APPROVED: October 18, 2016
APPROVED BY: Board of Education