

SECTION CENTRAL ADMINISTRATION

AREA CERTIFICATED PERSONNEL

TITLE: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS:

1. Minimum five years of experience with network information systems in an education environment.
2. New Jersey Principal or Administrator Certificate required.
3. Previous experience as a school administrator or manager.
4. Master's degree or higher from an accredited educational institution.
5. Such alternative or additional qualifications as the Board of Education may deem appropriate.
6. Required criminal history background and proof of US Citizenship or legal alien status.

REPORTING RESPONSIBILITY:

The Director of Technology reports to the Superintendent and the Assistant Superintendent for Curriculum and Instruction.

JOB GOAL:

Under administrative direction, the Director of Technology plans, organizes, supervises, evaluates and directs the application and acquisition of technology for the district; coordinates the development and implementation of the district's technology master plan; represents the department and the district in meetings with construction, cabling, electrical, and technological companies in developing the plans and systems necessary to promote the completion of technology upgrades; coordinates, organizes, and supervises staff development, training and technical guidance in software, instructional technology, and use of information services; oversees the development and expenditure of the district's technology budget; researches and pursues alternative funding sources for technology development for schools, the department, and district; supports data-informed instruction through student information services and data assessment, testing procedures, data storage, and desegregates data for teachers and site administrators; coordinates the work of the department with other district functions; and performs related work as may be required.

TERMS OF EMPLOYMENT:

Twelve-month contract, certificated, non-bargaining unit.

PERSONAL EVALUATION:

Based on the performance of the responsibilities and duties identified in this position description.

EXAMPLE PERFORMANCE RESPONSIBILITIES:

1. Organize, develop, coordinate, and provide training for administrators, teachers, and other district staff members.

2. Conduct analysis to project long-range data, equipment and personnel needs.
3. Participate in the selection, training, and placement of personnel in the department and evaluate job performance of assigned personnel.
4. Set calendar of work for the department based on the needs of district departments and schools.
5. Schedule and assign the daily work flow of the department; design and monitor department personnel areas of responsibility and coordinate changes in job priorities.
6. Represent the department in meetings; consult and work with representatives of various district departments, schools, technology based suppliers, voice and data equipment/service providers, as well as construction, cabling, and electrical agencies in developing new or improved data processing applications.
7. Perform research and development systems to expand the department's service to the district and school sites.
8. Identify problems in programs and seek changes to improve the operations function.
9. Prepare activity reports and departmental budgets; oversee the ordering and maintaining of supplies for the Technology Department; maintain files and records and prepare reports, correspondence, and memoranda.
10. Generally, represent the technology and information services department at in-district, area, regional, and national meetings, seminars, and conferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, develop, coordinate, and manage the district technology and information services programs, staff, and physical resources, and wide and local area data communications equipment.
2. Provide input to the Superintendent and other central office administrators regarding technical implications of policy and procedural issues.
3. Monitor productivity and satisfaction standards for all administrative systems; analyze all formal technology proposals submitted from all levels within the district.
4. Schedule and prioritize maintenance and development projects related to administrative computing technology.
5. Serve as a resource person in the identification of technology for educational and other district uses.

6. Establish policies and procedures for the protection of hardware, software, and data; set standards for the systematic review and selection of technology hardware and software.
7. Coordinate grant request writing for technology funds and ensure compliance with grant criteria.
8. Develop and manage a system for responding to requests for technical assistance.
9. Manage and coordinate our schools' local area networks and the district-wide area network.
10. Coordinate the collection, storing, and reporting-out of student assessment data for all grade levels.
11. Collaborate with other technology entities to include the New Jersey Department of Education, colleges and universities, business and industries and other organizations as needed.
12. Create and maintain detailed inventories of all computers and related technology equipment, implement a preventative maintenance program for all hardware, and develop technology procurement and replacement schedules for technology.
13. Monitor approved budget orders to ensure they correspond with approved appropriations.
14. Create and maintain district and school-based courseware/software inventories and licenses. Develop a process of evaluating and approving all software and related materials prior to being purchased.
15. Establish a need justification, cost, and technical requirements for all hardware to be purchased.
16. Construct and implement the district Technology Plan.
17. Oversee and expand the effective use of the student information system.
18. Implement appropriate security measures for our computers and servers.
19. Communicate with staff members as necessary to promote the effective use of technology throughout the district.
20. Assume other duties and responsibilities incidental to the office or as assigned by the Superintendent or designee.

Adopted: 14 December 2021