

WATCHUNG BOROUGH SCHOOL DISTRICT  
JOB DESCRIPTION

Central Office Position

TITLE: Manager of Information Technology  
REPORTS TO: Superintendent, Business Administrator

QUALIFICATIONS:

1. Minimum five years of experience with network information systems in an education environment.
2. Bachelor's degree in information technology, computer science, software engineering, or a related field.
3. Experience with computer networks, network administration, and network installation
4. Proficient in computer hardware, cabling installation and support, wireless technology applications and interface, and cyber security.

JOB GOAL: Under administrative direction, the Manager of Information Technology will plan, organize, and evaluate the application, purchase, and disposition of technology for the district; develop plans and systems necessary to promote the completion of technology upgrades; oversee the development and expenditure of the district's technology budget; coordinate the work of the department with other district functions; perform duties inherent in the District Technology Specialists and related work as may be required.

PERFORMANCE RESPONSIBILITIES:

1. Plan, develop, coordinate, and manage the district technology and information services programs, staff, and physical resources.
2. Manage and coordinate local area networks and the district-wide area network and communications equipment.
3. Provide input to the Superintendent, Business Administrator and other central office administrators regarding technical implications of policy and procedural issues.
4. Analyze technology proposals submitted from all levels within the district.
5. Schedule and prioritize maintenance and development projects related to computing technology.
6. Monitor daily operations, including server hardware, software, and operating systems.
7. Maintain and develop cyber security protocols including content filtering software, virus protection, and e-mail filtering.
8. Serve as a resource person in the identification of technology for educational and other district uses.
9. Recruit and train department staff, communicating job expectations, and monitoring performance.
10. 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.
11. Develop and manage a system for responding to requests for technical assistance.
12. Represent the technology department at in-district, area, regional, and national meetings, seminars, and conferences and collaborate with other technology entities as needed.

13. 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.
14. Oversee and expand the effective use of the student information system and integrations.
15. Implement appropriate security measures for our computers, servers and systems.
16. Communicate with staff members as necessary to promote the effective use of technology throughout the district.
17. Maintain existing databases and database management systems.
18. Conduct cybersecurity audit and develop incident response plan.
19. Creation and maintenance of district and school websites, communications platforms, training and direction of staff in the use thereof, following ADA compliance and best practices.
20. Assume other duties and responsibilities incidental to the office or as assigned by the Superintendent or Business Administrator.

APPROVED: September 22, 2022