

WATCHUNG BOROUGH PUBLIC SCHOOLS
JOB DESCRIPTION

Central Office Position

TITLE: DISTRICT TECHNOLOGY SPECIALIST

- QUALIFICATIONS:**
1. Possess the ability to service the district's computers, computer networks and related devices
 2. Possess the ability to maintain and manage networks and network application software
 3. Possess the ability to troubleshoot and repair Windows and Macintosh computers and peripheral devices
 4. Possess the ability to convey technical information to workstation operators to accomplish desired results
 5. Possess the ability to organize and coordinate work assignments
 6. Possess experience in implementing local- and wide-area networks
 7. Possess the ability to implement changes to large computer databases
 8. Possess the ability to implement security measures to safeguard computer databases
 9. Possess the ability to develop and implement database reports
 10. Possess the ability to develop and implement computer scripts
 11. Possess the ability to install and troubleshoot software in a networked environment
 12. Possess the ability to communicate effectively with all levels of individuals within the district

REPORTS TO: Superintendent, Business Administrator

JOB GOAL: To assist in the maintenance and operation of the district's local- and wide-area networks, hardware, software, and related devices. To be responsible for the maintenance and repair of the district's technology-related equipment.

PERFORMANCE RESPONSIBILITIES:

1. Provide on-site support to administration and professional staff in the use of technology-related software
2. Manage work order ticketing system
3. Troubleshoot hardware and software problems and bring about a resolution of the problem
4. Develop and implement custom computer programs to perform specialized tasks
5. Modify computer programs as needed
6. Administer network and data security, including directory, group policy, firewalls, antivirus, email security, etc.
7. Install and configure wireless networking equipment
8. Assist in the installation and testing of software in a network environment
9. Implement security standards for software access and modification that will ensure the integrity of programs and data
10. Maintain a disaster recovery plan for critical data
11. Provide for the implementation, configuration, deployment, and support of systems, including, but not limited to, client computing devices and servers
12. Maintenance of inventory system including asset tag management
13. Install and test new equipment
14. Carry out a regular schedule of preventive maintenance on district equipment
15. Management of Student Information System data and interfaces
16. Management of systems connecting to the Student Information System, i.e. IEP, Transportation
17. Development and generation of database reports
18. Development and generation of state-required information including NJSMART reporting

19. Maintain existing databases and database management systems for correctness
20. Troubleshoot and correct database usability issues
21. Assist the Superintendent and Business Administrator in the development of district-wide integrated information systems ensuring the most efficient and effective use of hardware, software and systems networking
22. Recommend to the Superintendent and Business Administrator the selection, purchase, inventory, maintenance, and replacement of hardware and software
23. Assist in the planning, coordination, and implementation of security measures to safeguard information in computer databases
24. Assist the Superintendent and Business Administrator in the preparation of budgets for new equipment
25. Assist the Superintendent and Business Administrator in district-wide research/evaluation projects
26. Assist the Superintendent and Business Administrator in the analysis of current software, proposed modifications and new software for impact on installation problems, standards and procedures
27. Maintain district website
28. Assist the Superintendent and Business Administrator in the implementation of a program of in-service training aimed at increasing the skills of administrators, teachers, and support personnel in relation to administrative data processing necessary for the efficient operation of the school district
29. Perform any other duties as assigned by the Superintendent of Schools and the Business Administrator

TERMS OF EMPLOYMENT: Twelve months, with conditions set by the Watchung Borough Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified staff

APPROVED: