

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****TECHNOLOGY SYSTEMS MANAGER****JOB GOAL**

To ensure the efficient and reliable operation of all district information systems.

**QUALIFICATIONS**

1. Bachelor's Degree in Computer Science or equivalent work experience.
2. Supervisory and Technology certification, or equivalent work experience.
3. Significant experience with Windows Operating Systems and devices, Office365 Administration, Google Admin, Chrome OS and devices, Mac OS X, and IOS.
4. Experience and capacity in general network managing and reporting tasks.
5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.
6. Required criminal history background check and proof of U.S. citizenship or legal alien status.

**DUTIES/RESPONSIBILITIES**

1. Manages and maintains CRSD technology including the website, staff and student accounts, the telephone system, and call notification system.
2. Provides technical guidance, assistance, and funding resources for the planning and construction of new technology components.
3. Maintains systems records detailing hardware components, wiring schematics, telephone systems, and computer resources.
4. Analyzes, evaluates, and resolves problems with technology systems and components, including the telephone system networks.
5. Develops and monitors a technology plan with input from the staff, community members, and experts in the field of technology.
6. Supervises the operation of all educational technology.
7. Maintains a comprehensive and efficient system for inventorying technology equipment and software.
8. Assists teachers, department coordinators, and administrators in the selection of instructional hardware, software, and other technology components available to supplement the instructional program.
9. Supports development opportunities to maintain and expand technical competence of district staff.
10. Evaluates, selects, and requisitions new technology components and informs staff of new acquisitions.
11. Prepares and administers the district's technology budget in conjunction with the Principal.
12. Coordinates and recommends educational technology purchases to ensure that the district technology plan and grants are implemented.
13. Coordinates meetings with the constituent sending districts and county districts for updates in relation to educational technology.
14. Coordinates technology problem resolution performed by outside vendors.
15. Promotes the use of technology across the curriculum and assists staff in implementation of the NJ Core Content Standards and Workplace Readiness Standards.

16. Prepares bid specifications for new equipment acquisitions and grant requirements.
17. Provides leadership and coordinates the planning and implementation of telecommunication and distance learning technologies.
18. Attends local, state, and regional technology conferences, meetings, and workshops for the purpose of obtaining knowledge of emerging technologies.
19. Develops and initiates procedures to evaluate effectiveness of the instructional technology program.
20. Provides technical support for administrative software used by the district.
21. Coordinates eRate applications and reporting with district and consultant staff.
22. Manages effective workflow and performance of the entire Technology Department staff.
23. Assumes responsibility of all duties contained in job description D-17, Senior Technologist.
24. Assists the Senior Technologist and Computer Technician in managing district hardware, software and peripherals as needed.
25. Works as a shared-services liaison to other districts as determined by the Superintendent and Board of Education, including but not limited to on-site technology services.
26. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations,
27. Performs such other related duties as may be assigned by the Principal.

### **ESSENTIAL SKILLS/ABILITIES**

1. Working knowledge of Active Directory, Group Policy, basic Windows Server operations, and PowerShell scripting.
2. Significant knowledge of Windows Operating Systems and devices, Office365 Administration, Google Admin, Chrome OS and devices, Mac OS X, and IOS.
3. Ability to assist the Network Administrator in managing systemwide and network components as needed.
4. Ability to install, configure, and maintain internal and external components of computers and peripherals, and ability to configure systems.
5. Ability to create, maintain and analyze department budget, including purchase orders, Category 1 and Category 2 funding, budget formulation and presentation.
6. Working knowledge of hardware and software support, repair, and troubleshooting.
7. Ability to learn new protocols, methodologies, software, and hardware, and disseminate information to train others.
8. Capable of working remotely from off-site work locations.
9. Capable of flexibility with working in multiple environments at different locations.
10. Effective problem-solving, human relations, and communications skills.
11. Ability to communicate, train, and work well with novice and experienced computer users.
12. Ability to work extra hours or off-hours as projects require.
13. Must have excellent critical thinking and analytical skills.
14. Must have strong organizational and time management skills.
15. Must have good social networking skills.
16. Must be detail oriented and mechanically inclined.
17. High integrity and ethical standards.
18. Regular attendance.
19. Prolonged periods of sitting.
20. Must be able to lift, bend, stoop, climb and reach up to 50 pounds at a time.

**REPORTS TO**

Chief Academic Officer.

**TERMS OF EMPLOYMENT**

Twelve months. Full benefits. Salary and shared services stipend to be determined on an annual basis by the Personnel and Finance Committees.

**EVALUATION**

Performance of this job will be evaluated annually by the Chief Academic Officer.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **June 13, 1996**  
AMENDED: **May 13, 1999**  
AMENDED: **April 10, 2008**  
AMENDED: **October 24, 2019**  
AMENDED: **May 28, 2020**  
AMENDED: **May 24, 2023**