

LACEY TOWNSHIP SCHOOL DISTRICT

Supervisor of Information Technology

JOB TITLE: SUPERVISOR OF INFORMATION TECHNOLOGY

QUALIFICATIONS:

1. Possess or be eligible for the New Jersey Supervisor Certificate.
2. Demonstrated knowledge of hardware, software, applications, online services and resources, networking and other technology systems and media relevant to the districts educational and operations programs.
3. Effective technology planning, project management, problem-solving, budgeting, organizational, human relations, and written and verbal communications skills.
4. Demonstrated knowledge of school, business and industry-related terminology.
5. Demonstrated ability to operate effectively in a team environment.
6. Demonstrated knowledge of effective methods for integrating technology across the curriculum.
7. Ability to articulate effectively technical information in both oral and written forms.
8. Such alternatives to the above qualifications as the Board or Superintendent may find acceptable.

REPORTS TO: Superintendent or Designated Administrator

DISTRICT GOAL:

The Supervisor of Information Technology oversees all aspects of the district's information technology functions, including software applications (both educational and administrative), network operations, technical services, support services, and technical training. H/she provides leadership in the development, implementation, preparation, and coordination of the district's technology plans. The Supervisor assists administrators and other staff in effective implementation of education technology and technology literacy instruction across the curriculum. H/she provides district-wide leadership and support for the effective and efficient integration and implementation of management operations technology. The Supervisor collaborates with district administrators, faculty, and staff, and other district constituencies as needed to accomplish the goals of the position.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the identification, evaluation, acquisition, development, implementation and maintenance of all educational applications and operating systems for the storage, management, and processing of data for the district.
2. Support the development, revision and implementation of programs and resources to deliver district curricula in all areas, including but not limited to, technology and technology literacy. Provide consultation to administrators and teachers on integrating

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- technology into curriculum including guidance and expertise in the purchase, implementation and maintenance of classroom hardware, software, applications and other resources.
3. Develop, recommend and implement short-term and long range plans for acquiring and effectively implementing technology hardware, software and applications, networks and protocols to promote academic achievement, holistic student growth and fiscal and operational efficiencies throughout the district. Develop, revise and implement the district's Technology Plan and Acceptable Use Policies and support the development of schools' technology plans.
 4. Develop, administer, and provide rationale for a district technology budget. Provide guidance and support to building administrators in their requests for, and use of, building-level technology budget funding.
 5. Recruit, recommend, supervise, support and evaluate the performance of technology staff utilized maintaining the district technology infrastructure and environment. Provide guidance and support to building administrators in their performance of these responsibilities with technology staff.
 6. Develop, recommend and implement effective professional development programs for technology staff, and for all district staff, related to their particular job responsibilities and needs.
 7. Collaborate with and support other district administrators and staff in their development and implementation of professional development as needed.
 8. Prepare the accurate and timely completion of mandated local, county, state and federal reports and data submissions. Ensure timely, effective Technology Department guidance and support for other district staff relative to their completion of such reports and submissions.
 9. Ensure the security, effective and efficient establishment, revision, accuracy and maintenance of district databases related to student, staff and financial information and such databases as may be needed. Ensure timely, effective Technology Department guidance and support for other district staff relative to their accurate maintenance and use of such databases.
 10. Responsible for managing and updating the entire technology infrastructure of the district. This includes file servers, mail server, domain controllers, wireless networks, storage area network, backups, switch configurations, mail archives, firewalls, spam filtering, anti-virus, printing, and all other network devices and software.
 11. Research and recommend options for electronic data storage, protection and retrieval relative to disaster recovery, litigation retrieval, and other operational needs of the district. Ensure or support the effective implementation of electronic data storage, protection and retrieval options that are adopted by the district.
 12. Ensure the effective and efficient establishment, revision and maintenance of district communications systems including fiber optic and other wired and wireless transmission media, LANs/WANs, telephones and email. Ensure timely, effective Technology Department guidance and support for other district staff relative to their maintenance and

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- use of such systems.
13. Provide leadership in the development of the district policies related to the use instructional technology, computer software, and on-line services.
 14. Chair the district's Technology Committee and participate on such other district committees as may be needed and assigned by the Superintendent.
 15. Plans and participates in information sessions for the Superintendent and Board and for the public as needed.
 16. Assume responsibility for the writing and implementation of technology grant proposals, including E-rate applications as directed by the Superintendent or assigned Administrator.
 17. Maintain inventories of hardware and software, applications, subscriptions, license agreements, and copyright permissions adequate to support the district's technology operations, complying with current Federal and State laws and regulations.
 18. Provides leadership in the development of district policies related to the use of instructional technology, computer software, and on-line services.
 19. Effectively direct and/or collaborate with consultants, vendors and other agencies as they relate to the responsibilities of this position.
 20. Assist with publicizing district technology efforts and accomplishments.
 21. Performs other duties as may be assigned.

TERMS OF EMPLOYMENT: The position shall be a twelve-month position.
Salary to be determined by the Board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually by the Superintendent or assigned Administrator in accordance with established procedures.

Approved By: Lacey Township Board of Education

Date Approved: October 21, 2013