# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
MANAGER OF INFORMATION SYSTEMS AND TECHNOLOGY

**QUALIFICATIONS:**
1. Experience managing an IT infrastructure within an academic environment and implementing technology initiatives to support the goals and overall mission of a school district.
2. Experience in the development and implementation of network technologies including infrastructure, information systems, security, data and voice communications and data center operations.
3. Experience in technology strategic planning, evaluation, coordination and maintenance of information technology systems, and related infrastructure which supports district objectives and goals.
4. Communication skills that allow for effective communication of technology and district initiatives with faculty and staff, ensuring the successful implementation of operations.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PRIMARY FUNCTION:**
Responsible for the planning, developing, management, implementation and maintenance for all district technology and computer networks.

**REPORTS TO:**
Superintendent of Schools

**SUPERVISES and EVALUATES:**
District staff assigned by the Superintendent of Schools

**TERMS OF EMPLOYMENT:**
Twelve month year with salary based on qualifications and experience approved by the Board of Education.

**EVALUATION:**
Performances of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

**PERFORMANCE RESPONSIBILITIES**:
1. Develops in cooperation with the Superintendent, Assistant Superintendent and Business Administrator, technology initiatives that are aligned with the District's technology plan and organizational long-term goals.
2. Responsible for the research, evaluation, implementation, management, and support of all technology hardware, software, computers and servers for the district.
3. Plans and coordinates the acquisition of all district information technology hardware, including computers, servers, and telecommunication equipment.
4. Reviews and coordinates outside technology vendors providing technology services to the district.
5. Responsible for all aspects of administrative and academic computing, networking, and telecommunication services.
6. Manages and oversees department budget and capital plan for technology.
7. Ensures that district financial, physical and human resources are used as efficiently and effectively as possible to meet district technology goals.

8. Attends technology committee meetings and works effectively with all members to ensure that district technology resources are meeting the needs of users.
9. Develops and administers district technology policies and procedures to ensure effective security procedures.
10. Ensures effective tracking and management of all district software and hardware resources.
11. Stays informed of trends in information and educational technology.
12. Oversees District Technology Helpdesk functions.
13. Develops and administers district technology policies and procedures to ensure effective use by staff, students, and teaching staff.
14. Provides professional development to staff on the use and application of new technology software applications and hardware devices.
15. Supports district staff development initiatives which foster and provide support for the infusion of technology into the curriculum.
16. Coordinates the development of a multi-year technology plan with input from staff, community members, and experts in the field of technology.
17. Oversees and provides input on the technical aspects of grant applications and program implementation.
18. Evaluates all staff members who are assigned to the technology department that are non-certified.
19. Perform such other administrative tasks as may be assigned by the Superintendent or his/her designee.


DATE ADOPTED BY BOARD:  October 22, 2012

AGREED TO BY INCUMBENT:                                                     DATE: