JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR OF TECHNOLOGY

SUPERVISES: Director of Network Services, Director of Business Information Systems, Supervisor of Network

REPORTS TO: Chief Technology Officer or Designee

Nature and Scope of Job:

The Executive Director of Technology will help improve the district by assisting the Chief Technology Officer to develop and implement a technology vision that supports the overall strategic plan for the district. The Executive Director of Technology is also responsible for participating in the federal E-Rate program which subsides telecommunication and internet related services. The Executive Director of Technology is responsible for insuring that the Paterson Public School infrastructure is configured to support all online testing. The Executive Director of Technology will also serve as a liaison between the Department of Technology and the school administrators to insure that the technological needs of the schools are met. The Executive Director of Technology will also oversee the implementation of all database applications and information support systems. The Executive Director of Technology will also assist in coordinating the technology installation and support hub for the district by researching, purchasing, installing, monitoring, and maintaining all of the technology hardware and software resources of the district such that it can be utilized to support operations, instruction, and learning by stakeholders, including students, school staff, and central office. Specifically, the Executive Director of Technology services and administers work programs and supervises staff responsible for the design, project control, cost estimation, contract administration, quality assurance, scheduling and control activities involved in programs administered by the Office of Technology. The department provides technical assistance to schools and is responsible for completing any work orders pertaining to hardware, telephony, and many internet related concerns. The department strives to provide a high level of service and ensure that the operational and instructional technology needs of the district are met at all times.

Responsibilities:

The Executive Director of Technology's responsibilities will include, but not be limited to the following:

JOB DESCRIPTION

—— PATERSON ——
BOARD OF EDUCATION

OFFICE OF TECHNOLOGY
1697 Executive Director of Technology

Page 2 of 5

Instructional Technology Execution and Support

1. Works collaboratively with schools and departments to support technology integration and innovation.
2. Identifies and supports instructional applications for technology.
3. Ensures data safety in compliance with NJOIT regulations.
4. Organizes and coordinates appropriate staff development activities to ensure proper and leveraged use of equipment and programs. Assures training is both operational and conceptual in scope.
5. Promotes participation of and collaboration with end-user and staff representatives in needs assessment, program development, service delivery efforts and project review.
6. Oversees implementation of District wide technology needs in keeping with current standards in schools and Central Office.

Information Technology Expertise and Customer Service Orientation

1. Deep understanding of information and instructional technology applied in an educational setting.
2. Emphasizes the importance of the Office of Technology's role in support of the district's overall strategic objectives and goals.
3. Holds the highest customer service standards for himself or herself and others and enforces these expectations in his or her words and actions.
4. Prioritizes requests for technology resources and support appropriately.
5. Ensures that the District's IT Security policies and practices are current in order to protect the integrity of all systems.
6. Manages the implementation of a District Wide Disaster Recovery plan.
7. Identifies short and long term technology needs and initiatives.
8. Provides oversight and direction for integrated data communications networks.
9. Coordinate technology activities with contracted consultants and constructors to expedite processes relevant to project requirements and schedules.
10. Implements and evaluates systems and procedures to protect data integrity, reliability and accessibility.
11. Evaluates technological changes, emerging technologies and best practices in computer and communication fields to recommend innovative and cost effective integration of new technologies.
12. Oversees all functional areas of information technology including software customization, project management, systems testing, telephone systems administration, and network support.

13. Sets standards/guidelines for software customization processes and deliverables and measure performance against these standards.
14. Manages the District's centralized technology operating budget and recommends prudent fiscal approaches for long-term hardware and software acquisition and maintenance.
15. Oversees and manages the District's Network Services.
16. Recommends for hire, supervises and evaluates the work of assigned staff.
17. Negotiates and manages service contracts to ensure best outcomes for District technology investments.

Skills and Competencies:

The ideal candidate will demonstrate the following:
1. Strong Strategic Planning skills and the ability to effectively execute the plan.
2. Goal and results orientated.
3. Sets clear metrics for success to achieve them.
4. Offers innovative solutions to seemingly intractable problems.
5. Clearly articulates plans to achieve student, school, and district goals.
6. Demonstrated systems and critical thinking, including the ability to analyze data, identify trends and root causes.
7. Aligning people, time, and resources to support mission critical issues.
8. Demonstrated project management skills, including a high level of attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
9. Leads, manages and coaches department staff, fostering a work environment and culture that is student-focused and places a priority on supporting the growth of students and staff through rigorous, data-driven, and routine accountability structures.
10. Deep understanding of information and instructional technology applied in an educational setting.

Qualifications:

Minimum requirements:
The Executive Director of Technology shall:
1. New Jersey Administrator Certification is required
2. Master's Degree in Educational Leadership. In addition, coursework or extensive experience in Technology, Educational Technology, Computer Science or Information Systems.

JOB DESCRIPTION

—— PATERSON ——
BOARD OF EDUCATION

OFFICE OF TECHNOLOGY
1697 Executive Director of Technology

Page 4 of 5

3. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Preferred additional requirements:

1. Hold a Bachelor's Degree in a technical major or minimum ten (10) years of relevant experience.
2. Demonstrated record of strategic planning, budget management, integration and staff development.
3. Knowledge of NJ data safety regulations.
4. Minimum (8-10) Years' technology experience in an urban school district is preferred.
5. Minimum (8-10) Years' Experience in project management, including the ability to identify, develop, and deploy resources across multiple initiatives.
6. Minimum (8-10) Years' Experience building and leading accountability and research programs and/or strong knowledge of information and instructional technology systems with experience building and leading educational technology programs for a private or public sector entity is strongly preferred.
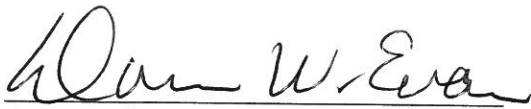
Employment Terms:

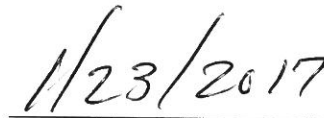The Executive Director of Technology shall be employed under the following terms:
1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Verification of Competency:
1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

Dan W. Eva
Approved

_1/23/2017_
Date