Tenafly PUBLIC SCHOOLS

TECHNOLOGY COORDINATOR

Qualifications:

- Baccalaureate degree
- Microsoft Certified Systems Engineer or equivalent
- Five years in the area of educational technology
- Five years with the planning, implementation, management and maintenance of information technology operations preferred
- Conversant with new and emerging technologies
- Effective communication with technical and non-technical information regarding technology with various district personnel
- Goal setting, teamwork and decision making
- Collaboration with administrators, faculty, staff, and students

Primary Function:

Direct Report:

School Business Administrator

Specific Duties and Responsibilities:

- Provide leadership for evaluating, monitoring and implementing a long-range district plan for instructional and administrative use of technology and technology-related staff development. Chair regular technology department meetings and ad hoc committees formed to shape district policies and practices regarding technology.
- Supervise and evaluate the District Data Coordinator, Technicians, Network Administrator and Network Engineer.
- Oversee operations and provide technical guidance and expertise in the ongoing planning, implementation, maintenance, and backup of all networked systems (i.e., voice, data and video).
- Prepare and manage district-wide budgets related to the purchase and maintenance of hardware, software, and media equipment and in-service training programs. Work with the Business Administrator and network support staff to maintain, troubleshoot and otherwise operate all business systems.
- Oversee student data management and data warehousing systems and serve as liaison for administrative support to Central Office, High School, Middle School, and Elementary School personnel.
- Oversee operations and assist Central Office Administration and District Data Coordinator in communicating processes and policies regarding all federal, state, county and in-house reports (e.g., ASSA, Limited English Proficient, NJ SLEDS).
- Provide resources, support and guidance to the Assistant Superintendent of Schools for integration of technology across all program areas and serve in a consultative role in the development of curriculum.
- Work through the Business Administrator and with the Assistant Superintendent to provide for outsourced and teacher-led staff training and development in all areas of educational technology.
- Coordination of Services: Serve as a liaison between school professional staff and vendors. Develop and implement programs for inventory, maintenance and orderly replacement of computer-based equipment and software. Organize and maintain procedures for the security and accountability of all facilities, property and equipment in computer services and the safe storage and integrity of all data in the management information system.
- Other appropriate duties and assignments as determined by the School Business Administrator.

- Manage support services for contracted technology account.

Terms of Employment:
12 month position

Evaluation:
To be evaluated by the School Business Administrator in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:

Revised: