



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **DIRECTOR OF TECHNOLOGY**

#### **QUALIFICATIONS:**

1. Possesses a Master's degree in Supervision and/or Administration and two years experience with network of information systems.
2. Demonstrates knowledge of local area and wide area networks.
3. Demonstrates effective problem solving, communications, organization, record keeping and interpersonal skills.
4. Demonstrates knowledge of and experience with networking hardware and software.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To maintain the network within the district and outside connectivity, in particular the network hardware and software, in a condition of operating excellence so that full educational use of it may be made at all times.

#### **PERFORMANCE DUTIES:**

1. Work Performance/Work Traits
  - a. Coordinates the design and implementation of local and wide area networks throughout the district.
  - b. Coordinates maintenance of the network, auditorium AV, PA/Intercom and PBX systems so they are operational at all times.
  - c. Establishes and maintains appropriate network security for server access and Internet access.

- d. Develops and implements in a timely fashion, a preventative maintenance program for the electronics and other components of the network and correlates this plan with the district preventative maintenance plan.
- e. Troubleshoots and addresses problems on network/telecom circuits and client/server applications.
- f. Repairs networking equipment and/or facilitates the repair of equipment, as needed, and maintains records of repairs.
- g. Keeps abreast of current networking technologies to ensure that the district network can accommodate increasing demands on the access of information.
- h. Communicates with telecommunication vendors and/or cable companies to allow for implementation of high speed Internet access and distance learning connections.
- i. Develops and maintains an inventory of all network equipment in the district in accordance with district procedures.
- j. Develops annual and multi-year plans for purchase, distribution and replacement of networking equipment.
- k. Recommends networking hardware and software purchases for the annual budget and requests the ordering of equipment and materials in accordance with district procedures and budget allocations.
- m. Acts as or coordinates with the district webmaster to keep current information on the district site for school and community access.
- n. Is responsible for district announcements and homework hotline on the web site.
- o. Is responsible for administrative tasks to ensure the expansion and functioning of *PowerSchool* student management system throughout the four schools as well as the administrative offices of the district.
- p. Conducts or coordinates network-related training workshops for students in area of certification/expertise.
- q. Co-chairs the Technology Committee and coordinates with the Assistant Superintendent in Charge of Curriculum to create the three year technology plan.
- r. Coordinates with the Assistant Superintendent in Charge of Curriculum and the Professional Development Committee to plan and deliver training opportunities.

2. School and Community Relations

- a. Works cooperatively with the Superintendent, Assistant Superintendent, and the Administrative Staff, in providing services throughout the district.
- b. Works cooperatively with desktop support, technology support assistants, instructional and other district personnel, as well as vendors, in maintaining the district network.
- c. Cooperates and shares professionally with other members of the staff.
- d. Keeps the Superintendent or designee informed about his/her activities and accomplishments.

3. Professional Improvement

Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures and budget allocations.

4. Other Assigned Tasks

Performs such other duties and assumes such other tasks as may be assigned by the Superintendent of Schools or designee.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary as established by the Holmdel Township Board of Education.

**EVALUATION:** Performance will be evaluated in accordance with the provision of the Board's policy on the Evaluation of Certified Personnel.

**SOURCE:** Regular Board Meeting

**DATE:** June 13, 2007