Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: **District Technology Supervisor**
Job Focus – Network and IT systems

Qualifications: 1/ NJ administrative certification with a preference to majors in computer engineering, computer sciences, or related fields. 2/ Minimum of four (4) to six (6) years managerial/supervisory experience in technology. 3/ Extensive work experience and knowledge in information technology administration including network administration and operation, management and integration of PC-based technology including evaluation, selection, and acquisition of hardware, software and network options. 4/ Must have demonstrated experience in word processing, spread sheet and database management software. 5/ Must have demonstrated experience in hardware and software troubleshooting and design, particularly LAN and WAN management. 6/ Contract and vendor negotiations, budget preparation and expenditure tracking experience highly regarded. 7/ Experience in the development of implementation of training programs. 8/ Microsoft Network Certification or other network certification is highly desirable. 9/ Experience in the field of education preferred. 10/ Must possess strong communication, managerial and leadership skills. 11/ Demonstrated aptitude or competence for assigned responsibilities. 10/ Required criminal background check and proof of U.S. citizenship or legal alien status. 12/ Required criminal background check and proof of US citizenship or legal alien status; 13/ Ability to work on site during the hours required; 14/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: Superintendent of Schools, Personnel Administrator

Job Goal: The Coordinator is the primary administrator for the district's technology programs and systems. S/he ensures that all systems and programs are in operational condition, coordinates training for technology users; recommends improvements and modifications to the Superintendent; manages the technology budget, develops and maintains policies for consideration of the Superintendent and the Board relative to the use and security of those systems; and, represents the district with regard to technology matters at meetings and conferences.

Performance Responsibilities:
1. Serve as a primary resource for district personnel and the community in matters of technology; 2. Maintain software and hardware inventories, licensing, purchasing, website support, partnerships, and shared services, 3. Oversee the district technology budgets, security and IT systems; 4. Make recommendations for changes and upgrades in the area of technology;
5. Meet regularly with the district administration over technology issues; 6. Serve on district committees when requested;
7. Regularly disseminate information on integrating and emerging technologies; 8. Demonstrate leadership that positively impacts the school community and supports board goals and objectives; 9. Ensure the functionality of and training for: a/ student information systems and parent access to information available through those systems, b/ email systems, c/ emergency notifications, and d/ IP phone communication systems; 10. Develop a plan for and oversee district data management, backups, and assigned technology staff assignments; 11. Assist with OPRA requests, federal and state reports, surveys and NJSmart integration; 12. Oversee the system of technology troubleshooting and the assignment of district technology staff to support all buildings, 13. Provide for the concept of a help desk that will assist all technology users; 14. Prepare drafts of needed guidelines, policies and administrative rules for review and/or board action; 15. Maintain a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools; 16. Provide input on the performance of any assigned personnel in accordance with law, code and board policy; 17. Enforce all board policies, administrative directions and state laws/regulations; 18. Actively seek and apply for grants or outside funds which may bring resources to the district for assigned responsibilities; 19. Other duties as assigned or as related to the central job goal.

Terms: 12 month, salary and benefits as determined by the board;
Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of district personnel;

Established: 1992, Revised: 1997, 2001; 2007, 2012