

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Director of Technology
Reports To: Superintendent of Schools
Contract Terms: 12 Month Individual Contract, Benefits Eligible

Job Goal: To provide leadership, coaching, coordination, innovation, and direction in the area of technology infrastructure. The Director of Technology will oversee and assist in installation, configuration, and maintenance of all district servers and workstations. As a leader and coach, the Director of Technology will assist the district in identifying necessary upgrades in hardware and software necessary for the operation of the network and educational uses of technology in the classrooms.

Qualifications:

- Degree in related field or equivalent combination of work experience and technical training
- Strong knowledge and experience with network operations, policies and procedures.
- Experience in the administration of Windows servers.
- Strong knowledge in troubleshooting hardware and software.
- Exhibits a working knowledge of networking, telecommunications, and global communications systems.
- Experience in technology planning, organization, and development.

Skills:

- Strong interpersonal, collaboration, and communication human relations skills.
- Exceptional service orientation
- Planning and organization skills to facilitate goal-setting
- Ability to effectively direct, plan, implement and evaluate programs in a school-based environment

Alternative or additional qualifications as Board of Education may deem appropriate.

Supervises: Technology Personnel

Performance Responsibilities:

- Meets regularly with the Superintendent of Schools and Director of Educational Programs and Student Support Services on matters dealing with technology.
- Provides on-site leadership for the technology department – this includes being the point of contact for district administrator questions.

- Oversees the administration, maintenance and security of the district's technology infrastructure.
- Assists Achievement, Director of Educational Programs and Student Support Services with formulating goals, objectives, and action plans related to the district's technology plan.
- Evaluates technical support functions on a continuing basis; identifies new methods, practices, and equipment.
- Consults with administrators to define equipment needs.
- Recommend acquisition of new and/or replacement hardware, software, and supplies for the operation of the network and educational uses of technology in the classrooms.
- Provides training and/or coordinates professional development opportunities for technical staff as required.
- Remains current on new developments in the areas of software, hardware, networks, telecommunications, and training.
- Monitors network performance and security software.
- Monitors all network purchases and uses of equipment to assure compatibility to the district's technology plan.
- Develops and maintains accurate records and documentation as required to assess the technology program's effectiveness.
- Oversees the preparation of the annual inventory of all technology equipment and software.
- Works collaboratively with the accounts payable/receptionist, coordinates and monitors all telecommunication expenditures including: monthly access expenses and implementation of new telecommunication systems.
- Provides support for district administrative applications including student management systems, business office applications and serves as the point-person for state reporting.
- Works collaboratively with district technology staff.
- Establish departmental goals, objectives, and operating procedures as they relate to the district technology plans
- Provides the direction for cybersecurity protection, and technology governance
- Develop, maintain and evaluate the District's E-Rate program, technology plan, projects and activities
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent of Schools.

Evaluation

- In accordance with state regulations and Board of Education policy.

Board of Education Approved: June 13, 2013

Board of Education Approved Revision: May 17, 2023

Board of Education Approved Revision: June 22, 2023