

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

DIRECTOR OF TECHNOLOGY

QUALIFICATIONS:

1. Successful experience in project management.
2. Successful experience in educational technology, administration, and technical curriculum development.
3. Effective problem solving, human relations and communications skills. Successful development of relational database structures for administrative management systems.
4. Successful experience with the development, deployment and daily maintenance of large Local/Wide Area Networks.
5. Complete familiarity with numerous software applications including, but not limited to, relational databases spreadsheets, numerous operating systems and automated library program.
6. Successful experience with contractors, architects, electrical engineers in the modifications of existing facilities for technology.
7. Successful experience with the purchase, implementation, successful deployment and daily maintenance of payroll, accounting, transportation, personnel, automated calling systems, automated library services, and photo identification cards systems, and other types of services/systems.
8. Successful experience with program scheduling including: staff in-service, workshops and adult education classes.
9. Successful experience with grant development, implementation and management.
10. Successful experience with instructional and non-instructional staff technical training.
11. At least ten years or more of experience in information systems and technology planning, implementation and project management in educational or business environment.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

Is responsible for planning, implementing and managing information systems and technology initiatives that support district administrative and educational goals.

SUPERVISES:

Information systems Operation Manager, Coordinator of Production Services, Staff Trainers, Technicians, ISS and any such staff as may be delegated by immediate supervisor.

REPORTS TO:

School Business Administrator

TERMS OF EMPLOYMENT:

Twelve month year; salary and work year to be according to the current schedule in accordance with contract.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

1. Develops, in cooperation with the Superintendent, Assistant Superintendent, Business Administrator; technology strategies and objectives that support administrative and academic goals of the district.
2. Manages and directs the Management Information Systems Department. Organizes, directs, and administers the MIS function.
3. Manages and oversees department budget and capital plan for technology.
4. Assures that district financial, physical, and human resources are used as efficiently and effectively as possible to meet district technology goals.
5. Oversees procurement, evaluation, and acquisition of all information systems and technology hardware, software, personal computers, and educational software.
6. Attends technology committee meetings and works closely with all members to assure that district technology resources are meeting the needs of users.
7. Develops and administers district technology policies and procedures to assure effective security procedures.
8. Assures effective tracking and management of all district software and hardware resources.
9. Maintains knowledge of trends in information and educational technology.
10. Oversees District technology support.
11. Plans and coordinates the acquisition of all district information technology hardware, including personal computers, servers, enterprise servers, and telecommunication equipment.
12. Develops and administers district technology policies and procedures to assure effective use by staff, students, and teaching staff.

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13. Develops and supervises a professional staff computer (consulting with in-house Business Department, private training centers, and private industry) training program in the area of educational technology.
13. Develops, up-dates and monitors a multi-year technology plan with input from staff, community members, and experts in the field of technology.
14. Oversees and provides input on the technical aspects of grant applications and implementation.
15. Evaluates all staff assigned to the Department who are non-educational certified.
16. Carries out such other related duties as assigned by Superintendent and/or designee.

DATE ADOPTED BY BOARD: June 17, 2002

AGREED TO BY INCUMBENT: _____ DATE: _____
(Signature)

(Print Name)