



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Director of Technology

REPORTS TO:

Superintendent

QUALIFICATIONS:

- BA/BS in Computer Science or equivalent work experience required
- Experience in networked information systems
- Experience in management of Windows, OS X, iOS, and other operating system technologies
- Experience with state reporting, student information systems, learning management systems, content management systems
- 5 or more years experience in a high-volume, technical support helpdesk and in a leadership capacity

GENERAL DESCRIPTION:

To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across all areas of the curriculum; and promote efficiency in the schools with the use of technology.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Demonstrates project management skills, including the ability to manage projects across teams
2. Responds to high profile, high-impact staff/student/parent escalations in a way that drives positive staff/student/parent perception
3. Demonstrates outstanding written and verbal communication skills
4. Maintains technical knowledge of new and current product lines
5. Remains knowledgeable about education and corporate "best practices" security methods, laws, compliance, and purchasing procedures
6. Requires broad functional knowledge in all aspects of technical support management, including training and staff development; support planning; logistics; and delivery quality
7. Demonstrates ability to develop long-range plans for technology application in the schools and conduct related budget analysis
8. Prepares portions of the district's Technology Plan as required and recommends changes as needed
9. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services
10. Cooperates with central office administrators, school principals, and department supervisors in the development of a district-wide electronic information system and provides technical assistance, as needed
11. Maintains an up-to-date inventory of the district's technology related equipment, software, and electronic services
12. Maintains a log of technology related maintenance activities
13. Maintains a catalog of available instructional software and hardware
14. Assists in the development and coordination of the sections of the budget that relate to educational technology
15. Represents the district's computer education program to the public through computer workshops and other presentations
16. Supervises and maintains the integrated voice, video, and data network
17. Configures network to accommodate user needs

18. Interacts with staff and students on network needs or problems as identified by district and school administrators
19. Acts as the district's custodian of all technology licenses, documents, and inventory lists
20. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all technology support personnel and assists them in achievement of their job goals
21. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent

WORK YEAR: Twelve – month position (Exempt)

DATE APPROVED:

Board of Education

BY: