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, spreadsheet 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.
12/ Required criminal background check and proof of U.S. 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;