Job Description
BOARD OF EDUCATION
DENVILLE

TITLE: MANAGER OF TECHNOLOGY

QUALIFICATIONS: 1. BS/BA Degree in Computer Science or equivalent work
                           experience.

                      2. Formal training or relevant experience with computer
                           technology and networked information systems including
                           training and experience in network management and Windows
                           and other network systems

                      3. Knowledgeable about Windows/DOS and Mac Os software
                           and operating systems and experience with online technologies.

                      4. Demonstrated ability to develop long-range plans for
                           technology application in the schools and conduct related
                           budget analysis

                      5. Required experience with NJ Smart and Genesis Software

                      6. Required criminal history background check and proof of U.S.
                           citizenship or legal resident alien status

REPORTS TO: Superintendent
SUPERVISES: Non-Instructional staff as assigned

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

PERFORMANCE RESPONSIBILITIES:

1. Prepares portions of the district's Technology Plan as required and recommends
     changes as needed.

2. Provides leadership in the development of district policies related to the use of
     instructional technology, computer software and online services.

3. Cooperates with central office administrators and school principals in the
     development of a district-wide electronic information system and provides technical
     assistance, as needed.

4. **Maintains an up to date spreadsheet of inventory of the district's educational computer equipment, software online, textbooks with subscription timelines.**

5. **Maintains a log of equipment maintenance activities.**

6. **Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.**

7. **Assists in the development and coordination of the sections of the budget that relate to educational technology.**

8. **Represents the district's computer education program to the public through computer workshops and other presentations.**

9. **Supervise and maintain the integrated voice, video, and data network. Provide technical assistance with both hardware and software. Responsible for maintenance of equipment.**

10. **Configure network to accommodate user needs.**

11. **Interface with staff on network needs or problems as identified by district and school administrators.**

12. **Act as the district's custodian of all technology licenses, documents, and inventory lists.**

13. **Provide liaison with other agencies/organizations as requested.**

14. **Evaluate non-certificated personnel as requested.**

15. **Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all technology support personnel and assists them in achievement of their job goals.**

16. **Performs other duties within the scope of employment and certification as may be assigned.**

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

APPROVED: June 1, 2009
Revised: January 28, 2013