

TITLE: Director of Information Technology

REPORTS TO: Superintendent of Schools and Principals.

TERM: 12 Months

The Director will oversee the administration, operation, supervision, and direction of the district's information technology systems while performing the day-to-day tech duties.

SPECIFIC DUTIES INCLUDE:

1. Assist with the budgeting and planning for district computer network requirements.
2. Server and client operating systems installation and maintenance.
3. Assist with the administration of network security.
4. Assist with the Windows NT and Mac account administration and maintenance when necessary.
5. Assist with server and client application installations and maintenance.
6. Administration and maintenance of anti-virus software on servers & client computers.
7. Assist with the management of Electronic Mail Services (Microsoft Exchange Server) and staff e-mail accounts.
8. Assist with the management of Internet Information Services (Microsoft Exchange Server). This includes administration and maintenance of District Website and Internet access for administration, staff and students.
9. Assist with firewall and external security administration (Microsoft Proxy Server).
10. Assist with storage management of client and server data.
11. Assist with backup management of client and server data.
12. Assist with management of Internet content filtering to protect staff and students from non-educational or undesirable World Wide Web content.
13. Assist with administration of Systems Management Services (Microsoft Systems Management Server) for software distribution and management.
14. Maintenance of Network Electronics: routers, switches, hubs. etc.
15. Coordination of computer and telecommunication technologies with administration, supervisors, and staff.
16. Software and hardware standards selection, distribution, and maintenance.
17. Staff instruction on use of computers and peripheral equipment.
18. Consulting services to all schools in the purchasing and installation of network compliant software and hardware.
19. Assist with the professional development of staff responsible for administration and management of LAN or WAN services.
20. Oversee, maintain and implement all NJ Smart requirements.
21. Oversee, maintain and implement all PARCC computer requirements.
22. Maintain and update the district's website.
23. Oversee, maintain and implement the district's SwiftReach software.

24. Oversee, maintain and implement all requirements for the district's Realtime Student Administration System.
25. Oversee, maintain and implement all technology requirements related to the School Nutrition Program.
26. Oversee, maintain and implement all requirements related to other software applications used by the district administration and staff.
27. Attendance at technology and state seminars related to technology.
28. Perform any other duties as deemed necessary by the Superintendent of Schools.