

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE	<b>Director of Technology</b>
	<u>Key Capabilities, Competencies and Qualifications:</u>
<b>MINIMUM</b>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree</li><li>• Knowledge of pre-K-12 technology, educational programs and administration</li><li>• Ability to lead technology planning efforts including activities to develop, implement and evaluate both administrative and curricular needs</li><li>• Ability to communicate effectively with the educational community</li><li>• Ability to assist users and train staff with software and hardware direction; guidance and vision setting</li><li>• Ability to manage financial resources and contracts with vendor partners</li></ul> <u>Strategic leadership and project management:</u> <ul style="list-style-type: none"><li>• Ability to develop, plan, and implement short- and long-range goals</li><li>• Knowledge of project management principles, best practices, techniques, and tools, establish priorities and organize resources</li><li>• Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions</li><li>• Ability to develop overall departmental as well as project budgets and projections throughout an implementation process/cycle</li><li>• Ability to communicate orally and in writing in a credible and confident manner at all levels in the organization, especially on technical issues to an education audience</li><li>• Ability to effectively resolve process blocks and conflicts</li></ul> <u>Industry / technical knowledge:</u> <ul style="list-style-type: none"><li>• Ability to understand and anticipate key technology and business issues surrounding implementation of a comprehensive information technology organization</li><li>• Technology issues involving:<ul style="list-style-type: none"><li>○ Legacy information systems: SASI, SIS</li><li>○ Computing infrastructure needs</li><li>○ Business / process / policy issues</li><li>○ Website technologies and information modeling</li></ul></li></ul>
REPORTS TO	Superintendent of schools
JOB RESPONSIBILITY AND AUTHORITY	The Director of Technology will oversee and direct the technical systems for the district and be responsible for the development and maintenance of key technological infrastructures.

PRIMARY RESPONSIBILITIES

- Be responsible for the implementation of IT initiatives against district goals and for all information technology and computer systems that support the school district's goals including digital communications such as email, the district's website, telephone system, etc.

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- Provide leadership for short and long range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluating, and budgeting.
- Oversee IT Infrastructure, networking, hardware and software support, including network administration and security, as well as maintain a system wide inventory of technology assets.

**TERMS OF EMPLOYMENT**

12 Months, 1.0 FTE, Full Benefits

Salary and benefits to be determined by the Board

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It list's most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** September 18, 2017