

Monmouth Regional High School

Job Description

TITLE

Supervisor of Technology

REPORTS TO

School Business Administrator

JOB GOAL

To provide non-instructional and support services in relation to the district-wide computer network for both instructional and administrative purposes; the intent being that all computer related technology is in operable condition and is being used effectively and to the maximum extent possible. To also advance and maintain a forward-thinking, technology-infused approach to learning and growth.

QUALIFICATIONS

1. Must be able to perform essential job functions with or without reasonable accommodations.
2. Bachelor's degree from an accredited college/university with major course work in data processing, management information systems, and/or business administration.
3. Minimum of two years of supervisory experience.
4. Experience with a variety of hardware, software, networking, central server, wiring and latest technology trends (security cameras, copiers, smart boards, tablets, laptops and desktops to name a few).
5. Understanding of the technical support needs of a school district and as they apply to administration and instruction including PARCC, NJSMART, SAT, and AP testing.
6. Knowledge of the principles and procedures of data processing operations in both network, tablet and PC environments.
7. Knowledge of system analysis, program applications, and database design/maintenance.
8. Knowledge of internetworking technologies and internet protocol
9. Ability to work independently and collaboratively.
10. Ability to conduct effective individualized and small group training.
11. Ability to trouble shoot user problems efficiently and effectively.
12. Ability to plan and organize work to meet deadlines and prioritize multiple needs.
13. Demonstration of excellent skills in oral and written communication, leadership, making effective presentation to a non-technical audience, assessment and evaluation of programs, teams and individuals.
14. Ability to develop a technology budget and stay within parameters of such budget.
15. Ability to work with accuracy and attention to detail to meet deadlines.
16. Valid NJ Driver's License.

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17. Successfully complete a criminal history background check or show proof of US citizenship or legal resident alien status.
18. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES

- Analyze the district's short-term and long-term computer needs. Report and advise to the Business Administrator, Principal, and Superintendent on what the district should be doing with regards to instructional and administrative use of computers including but not limited to:
 - Wireless
 - Telecommunications
 - Smart boards
 - Tablets
 - Security cameras
 - HVAC software
 - Laptops
 - Desktop computers
 - Servers
- Analyze the district's current software programs. Report and advise to the Business Administrator, Principal, and Superintendent on what the district should be doing with regards to the following types of software programs including but not limited to:
 - Wireless
 - Support request system
 - Student database software
 - Media center software
 - Business office software
 - Instant Alert Software
 - Educational software for students learning online
 - Remote software programs for students and staff
 - Guidance department software
- Completion of Five-Year Technology Plan for submission to Board of Education and County Office in a timely manner.
- Provide for continuity by coordinating the development of a district-wide computer education program for the integration of computers in the 9-12 curriculum.
- Submission to the School Business Administrator a list of computers/equipment for disposal on a current basis.
- Evaluate equipment and software applications for potential use.
- Promote, develop, and evaluate new computer-related courses and programs.

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- Monitor current uses of computers to see if they are effective. Recommend changes where appropriate.
- Oversee student file directories.
- Provide support for the district's technology users.
- Supervise technology staff team members.
- Maintaining technology including but not limited to:
 - Telecommunications
 - Smart boards
 - Tablets
 - Security cameras
 - HVAC software
 - Laptops
 - Desktop computers
 - Servers
- Be a resource person for the district's administrative and educational computer users. Assist them in choosing, installing, and using appropriate hardware and software.
- Conduct classroom demonstration when appropriate.
- Encourage creative use of computers.
- Develop, implement, and periodically evaluate a district-wide computer oriented in-service training program for administrators and staff that addresses current and future needs.
- Develop manuals where appropriate for programs and utilities that are available to users. Keep those manuals accessible and up-to-date.
- Develop and submit the district's computer budget. Help ensure that school-level budgets and the district budget adequately support the district's instructional computer plan.
- Oversee the purchase, installation, and management of all computer hardware, software, supplies, and support materials.
 - Obtain the best possible pricing on all related purchases.
 - Design specifications for all computer equipment that will be put out to bid.
- Provide for security (i.e. lock down, filtering) of all computer equipment.
- Provide for prevention of cyber security breaches.
- Maintain an accurate inventory of the district's computer hardware and software.
- Develop and maintain a library of programs for educational use.
- Keep all software backed up and catalogued. Ensure users have ready and knowledgeable access to this software.
- Evaluate all technology team members.
- Oversee the district support system.
- Oversee backup system for all files in the district.

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- Provide for preventative maintenance, service, and service contracts on designated computer equipment. Maintain accurate repair and maintenance records.
- Keep abreast of new developments in the computer field to sharpen present skills and remain competent.
 - Stay current with computer-oriented educational publications and disseminate this information as needed.
 - Maintain contacts with sources of information (computer teachers, computer coordinators, professional organizations, and vendors).
 - Attend conferences, workshops, seminars that are relevant.
 - Take an active part in local and state computer organizations.
- Perform such tasks and assume any other responsibilities as may be assigned by the School Business Administrator for coordinating and supervising the managerial and educational aspects of computer education in the district.
- Flexible scheduling of hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items as needed to perform the functions of the job.
- Sit, stand, or walk for a period of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception, along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computer, and/or controls.
- Use a ladder when needed.

ENVIRONMENTAL DEMANDS:

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- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Function in a workplace that is usually moderately quiet, but that can be noisy at times.

TERMS OF EMPLOYMENT

Twelve month full-time work year. Vacation/sick/personal days as set by policy.

Non associated staff member.

Salary and work year to be established by Board.

Hours: To be determined.

EVALUATION

Performance of this job will be evaluated annually in writing and in accordance with provisions of the Board Policy.

APPROVED:

April 28, 2015

Revised: August 1, 2015

Revised: July 28, 2020