

RUMSON SCHOOL DISTRICT

Rumson, New Jersey

TITLE: DISTRICT NETWORK MANAGER/TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Formal training or relevant experience with computer technology and networked information systems
2. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
3. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Business Administrator

SUPERVISES: Staff as assigned

JOB GOAL:

Assumes responsibility for maintaining the district technology program. Maintains the network, hardware, software and designated web-based programs for the district.

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the purchase, adoption, and placement of new technology instruction materials, methods and programs, and computer hardware, software and other instructional technology tools.
3. Works cooperatively with the professional staff in planning and implementing the effective use of instructional technology across the curriculum, including internet and computer security.
4. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
5. Assists in the development and evaluation of the district's technology plan and education program; recommends changes as appropriate.
6. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
7. Cooperates with central office administrators and school principals in the development of a district-wide electronic information system and provides technical assistance, as needed. Works with staff to maintain the student information system, tech based communications, security systems, and other web-based programs.
8. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
9. Maintains a catalog of available instructional software and works cooperatively with the staff to provide access to appropriate software for teacher and student use. Evaluates program value and usage.
10. Develops and coordinates the sections of the budget that relate to technology.
11. Represents the district's computer education program to the public through computer workshops and other presentations.
12. Serves on and informs technology committees and technology-based grant acquisitions committees.
13. Provides technology information and assists with submission of district and state reporting.
14. Performs other duties within the scope of employment as may be assigned.

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

RUMSON SCHOOL DISTRICT

Rumson, New Jersey

District Network Manager/Technology Coordinator (continued)

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved: January 25, 2017

LEGAL REFERENCES:

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| N.J.S.A. 18A:6-7.1 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| N.J.S.A. 18A:6-10 | Dismissal and reduction in compensation of persons under tenure in public school system |
| N.J.S.A. 18A:16-2 | Physical examinations; requirement |
| N.J.S.A. 18A:25-2 | Authority over pupils |
| N.J.S.A. 18A:26-1 | Citizenship of teachers, etc. |
| N.J.S.A. 18A:26-1.1 | Residence requirement prohibited |
| N.J.S.A. 18A:26-2 | Certificates required; exception |
| N.J.S.A. 18A:27 | Employment and contracts |
| N.J.S.A. 18A:28-3 | No tenure for noncitizens |
| N.J.S.A. 18A:28-5 | Tenure of teaching staff members |
| N.J.S.A. 18A:28-8 | Notice of intention to resign required |
| N.J.S.A. 18A:37-2 | Discipline of pupils |
| N.J.A.C. 6A:7 | Managing for equality and equity in education |
| N.J.A.C. 6A:8 | Standards and assessment |
| N.J.A.C. 6A:9 | Professional licensure and standards |
| See particularly: | |
| N.J.A.C. 6A:9-3 | Professional standards for teachers and school leaders |
| N.J.A.C. 6A:9-5 | General certification policies |
| N.J.A.C. 6A:9-8 | Requirements for instructional certificate |
| N.J.A.C. 6A:9-9 | Instructional certificates |
| N.J.A.C. 6A:9-11.13 | Technology education |
| N.J.A.C. 6A:9-12.3 | Authorization |
| N.J.A.C. 6A:9-12.6 | Supervisor |
| N.J.A.C. 6A:9-14 | Acting administrators |
| N.J.A.C. 6A:9-15 | Required professional development for teachers |
| N.J.A.C. 6A:9-16 | Required professional development for school leaders |
| N.J.A.C. 6A:32-4 | Employment of teaching staff |
| N.J.A.C. 6A:32-4.4 | Evaluation of tenured teaching staff members |
| N.J.A.C. 6A:32-4.5 | Evaluation of nontenured teaching staff members |
| N.J.A.C. 6A:32-5.1 | Standards for determining seniority |
| N.J.A.C. 6A:32-6 | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.