

JOB DESCRIPTION

TECHNOLOGY/NETWORK ADMINISTRATOR

BOARD OF EDUCATION
FAIRFIELD, NJ

NON-CERTIFICATED
CENTRAL OFFICE

TECHNOLOGY/NETWORK ADMINISTRATOR

QUALIFICATIONS:

- BS/BA Degree in Computer Science preferred or equivalent work experience.
- 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.
- Broad knowledge in web page design, including HTML. Understanding of File Transfer Protocol, Knowledge of software used by the District.
- Broad knowledge of instructional technology equipment and applications, on-line services, technology resources, and integration of technology across the curriculum. In addition, knowledgeable about Windows software and operating systems and experience with on-line technologies.
- Ability to develop long range plans for technology application in the schools and conduct related budget analysis.
- Skilled in communications, human relations, team building, ability to manage and collaborate.
- Demonstrate aptitude or competence for assigned responsibilities.
- Exhibit good interpersonal and communications skills.
- Complete the required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

GENERAL RESPONSIBILITIES:

To coordinate develop, update and troubleshoot the district's website, provide leadership in the development, implementation and coordination of the district's technology plan, enhance instruction through technology across curriculum and promote efficiency in the schools with the use of technology.

ESSENTIAL FUNCTIONS:

- Direct routine technology support functions: maintains inventory of the district's computer hardware, software on-line, textbooks with subscription timelines and supplies; coordinates equipment repair and maintenance, keep records of maintenance, provides technical support to staff, as needed. Act as the district's custodian of all technology licenses and documents.

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- Work with principals and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
- Study, evaluate, and, as appropriate, recommend to the superintendent the purchase of computer hardware, software and other technology tools.
- Provide leadership in the development of district policies related to the use of instructional technology, computer software and on-line services.
- Maintain a catalog of available instructional software and work cooperatively with teachers to provide access to appropriate software for teacher and student use.
- Assist in the development and coordination of the sections of the budget that relates to technology.
- Assist in the planning and implementation of the district's technology in-service education program for the instructional staff.
- Prepare and evaluate the district's technology plan and education program; recommend changes, as appropriate.
- Direct the development and coordination of installation of a district wide electronic information system (network) and provides technical assistance, as needed.
- Cooperate with central office administrators and school principals in the development of a district wide electronic information system and provides technical assistance, as needed. Interface with staff on network needs or problems as identified by district and school administrators.
- Supervise and maintain the integrated voice, video, and data network. Provide technical assistance with both hardware and software.
- Identify and distribute information about effective and current uses of computers, software; maintains technical competencies, learns new software programs, advances skills in technology applications and implementations.
- Configure network to accommodate user needs.
- Provide liaison with other agencies/organizations, as requested.
- Maintain and update the district's website.
- Interview, recommend for appointment, assign, supervise and evaluate the performance of all technology support personnel and assist them in achievement of their goals.

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- Configure servers to optimize network performance to support curriculum and Education Technology goals. Respond to requests that require Network Server Configuration.
- Prepare design alternatives for review. Alternatives should represent a detailed evaluation of review of how various solutions best meet the needs of the network regarding cost, effectiveness, and reliability criteria.
- Maintain logs on server performance and network traffic.
- Work with vendors on repairs to insure quality and complete to online status.
- Author and maintain disaster recovery plan for all critical equipment. Insure network servers are backed up and spare parts are maintained according to disaster recovery plan.
- Write purchase orders for all major equipment purchases. Follow up on delivery and installation.
- Monitor the maintenance of phone switches and voicemail system, including backups.
- Organize and maintain standard software install shares on servers. Prepare rollouts of new configurations.
- Resolve software and hardware configuration and compatibility problems.
- Ensure service is up and running at all times. Maintain restore capability for all servers, routers, and phone equipment.
- Perform other duties within the scope of employment and certification as may be assigned.

Terms of Employment:

Twelve-months per year. Salary and work year to be determined by the board of education.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support services personnel.

Adopted: May 25, 2023

Revised: January 17, 2024

NJSA: 18A::6-7.1, -10, :16-2, 25-2, 26-1, -1.1, -2, :27, :28-3, -5, -8,

NJAC: 6:3-3.1 et seq., -4.1 et seq., 4A-4, -5.1 et seq., 6:8, 6A:7, :8, :9,, 9-3, -5, -8, 9-9, -11.13, -12.3, -12.6, -14, -15, -16, 6A:24, -6.1