

DELRAN TOWNSHIP SCHOOL DISTRICT

Coordinator of Technology

Reports to: Director of Student Services

Job Goal: Provide an advanced level of technical expertise in technology planning, developing standards and supporting personal computers, local area network, wide area networks and related technologies within the district. Serve as primary resources for district personnel in analyzing user problems related to computers, data communications, and platforms for current and future needs.

Performance Responsibilities:

Network Management:

- Oversee network installations, documentation and maintenance such as adding new stations and providing direct day-to-day assistance to users in solving network related problems.
- Plan, implement and manage wide area network and expansion of that network,
- Maintain and expand connection to Internet and wide area network.
- Make strategic recommendations regarding network system design and implementation.
- Define network hardware and software requirements and perform network design and implementation.
- Design and aid in implementing data cabling systems.
- Ensure network security through the effective implementation of anti-virus, firewall management and intrusion detection software.
- Ensure all compliance with CIPA, data backup/retrieval, email archive processes, wireless network management and maintenance.

Acquisition Management:

- Evaluate hardware and software configurations
- Interface with vendors at a technical level and act as a technical resource for staff members on network design and computer hardware.
- Write, and evaluate responses to, bids and specifications for new computer and data communications purchases.

Education and Consulting:

- Consult with staff on the utilization of telecommunications, computerized information retrieval and application packages.
- Provide educational services, including onsite training and inservice, which may be required for new and revised hardware and software systems.

Future Planning:

- Research and make recommendations regarding future purchases providing flexibility and design for technologies of tomorrow.

All other duties as assigned by your immediate Supervisor and/or the Superintendent.

QUALIFICATIONS:

Technical Skills Required

- A Bachelor's degree in Computer Science or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Broad background in installing and supporting networks.
- Experienced troubleshooter with a thorough understanding of PC's, networks and data communications.
- Ability to closely track, document, and provide solutions to difficult problems.

Personal Skills Required

- Strong interpersonal and written communication skills, ability to develop positive working relationships with technical and non-technical users; positive service approach to users, and ability to clearly and precisely document complex technical matters.
- Strong organizational skills and ability to effectively schedule multiple projects or tasks to meet simultaneous deadlines.
- Strong personal initiative and ability to work in a school environment without close supervision. Must be able to maintain positive approach despite conflicting deadlines, shifting priorities, and simultaneous work demands.

Terms of Employment:

12 month work year

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of non-certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: APRIL 20, 2015