

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Director of Technology

REPORTS TO: Superintendent

SUPERVISES: Technology Services & Solutions (TSS), and all of the operations associated with those positions including, but not limited to:

- Manager of Technical Services
- Manager of Network Operations

QUALIFICATIONS:

1. NJ principal certificate or certificate of eligibility.
2. Commitment to education and dedication to the Parsippany-Troy Hills Township Schools' Mission and Vision demonstrating the belief that all children, regardless of circumstances, can achieve at high levels.
3. Capability to work independently, develop strategies, and build alliances to reach stated professional development goals
4. Superior understanding of the district's goals and objectives.
5. Strong written, oral communication, and public speaking skills
6. Excellent inter-personal skills and ability to work cooperatively with different types of personalities.
7. 5 years' experience managing and/or directing an IT operation.
8. Experience in strategic planning and execution.
9. Considerable knowledge of business theory, business processes, management, budgeting, and IT office operations.
10. Substantial understanding and knowledge of data processing, hardware platforms, enterprise software applications, enterprise infrastructure, and networking.
11. Substantial experience with Systems 3000 products including switches, routers, and VoIP products.
12. Substantial experience with virtual server systems and storage.
13. Substantial experience with Windows servers systems.
14. Exposure to environments running a mixed platform of Windows and Macintosh.
15. Understanding of computer systems characteristics, features, and integration capabilities.
16. Experience with systems design and development from educational and administrative analysis through to day-to-day management.
17. Proven experience in IT planning, organization, and development.
18. Excellent understanding of project management principles.
19. Demonstrated ability to apply IT in solving educational and administrative problems.
20. In-depth knowledge of applicable laws and regulations as they relate to IT.
21. Strong understanding of human resource management principles, practices, and procedures.
22. Proven leadership ability.
23. Proven ability to manage a team

PERFORMANCE RESPONSIBILITIES:

1. Evaluates and counsels staff members within the IT department regarding their performance.
2. Assist in the development, with other administrative and professional staff, procedures for the assessment of student progress and the attainment of curriculum objectives.
3. Develops, interprets and enforces regulations that are in accordance with Board policies and administrative procedure and which improve school effectiveness, security, and efficiency.
4. Develops, maintains, systematically evaluates and improves programs to enhance learning that respond to student and community needs and that reflect the involvement of those affected in the development.
5. Supports a program for personal and staff professional growth, cooperation and self-renewal which stimulates creativity and innovation.
6. Provides leadership and vision around educational technology and the integration of technology for/with instruction.
7. Provides support to school leaders in decision-making around technology integration.
8. Collaborate with Cabinet Members to support the following school needs:
 - a) Accessibility Technology with the Director of Pupil Personnel Services
 - b) Budget and Facilities with the Business Administrator
 - c) Instructional Technology with the Assistant Superintendent of Curriculum and Instruction
 - d) Professional Development and Training for instructional technology with the Assistant Superintendent for Human Resources
 - e) Enrollment Technology with the Assistant Superintendent for Human Resources

Strategy & Planning

1. Participate in strategic and operational governance processes as a member of the senior management team.
2. Lead IT strategic and operational planning to achieve educational and administrative goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the district.
3. Develop and maintain an appropriate IT organizational structure that supports the needs of the district.
4. Establish IT departmental goals, objectives, and operating procedures as they relate to the district long-term technology plans.
5. Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.
6. Assess and communicate risks associated with IT investments and projects.
7. Develop, track, and control the information technology annual operating and capital budgets.
8. Direct development and execution of an enterprise-wide disaster recovery and business continuity plan.

Acquisition & Deployment

1. Coordinate and facilitate consultation with stakeholders to define educational, administrative and systems requirements for new technology implementations.
2. Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major infrastructure and information systems.
3. Review hardware and software acquisition and maintenance contracts.
4. Define and communicate plans, policies, and standards for the district for acquiring, implementing, and operating IT systems.

Operational Management

1. Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance.
2. Ensure IT system operation adheres to applicable laws and regulations.
3. Establish lines of control for current and proposed information systems.
4. Keep current with trends and issues in IT, including current technologies and prices. Advise, counsel, and educate district staff, and faculty on their competitive or financial impact.
5. Promote and oversee strategic relationships between internal IT resources and external entities, including local government, vendors, and partner organizations.
6. Supervise recruitment, development, retention, and organization of all IT staff in accordance with district budgetary objectives and district policies.
7. Manage team of Network Administrator and Computer technicians.
8. Oversee the district website and other electronic communication platforms.

Board Approved: March 22, 2016
Board Revised: December 15, 2016
Revised: May 10, 2018