CLOSTER PUBLIC SCHOOLS **JOB DESCRIPTION**
Closter, NJ 07624

TITLE: **DISTRICT TECHNOLOGY ADMINISTRATOR / NETWORK ENGINEER**

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. Keeps all staff and student information confidential. Uses administrative access to district systems, accounts and data only as needed to perform assigned duties, and does not view, copy or share information beyond that need. Follows FERPA, N.J.A.C. 6A:32-7 and Board policy on student records and confidentiality.
5. Valid New Jersey driver's license and a reliable, insured vehicle for travel between schools and work sites.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: School Business Administrator

JOB GOAL: Keeps the district network, devices, data systems and websites working, secure and up to date, so teachers, staff and students can do their work. Provides technical support for the operation and repair of computers, laptops, Chromebooks, iPads, services, switches and other district technology hardware. Manages the updates and content of the district website.

PERFORMANCE RESPONSIBILITIES:

Network and Infrastructure

1. Installs, tests, maintains, repairs and upgrades network equipment, network software, cabling and other network components.
2. Monitors network speed, reliability and wireless coverage. Fixes problems and plans upgrades before they disrupt classes or operations.
3. Performs system diagnostics and preventive maintenance to keep systems running.
4. Responds to emergency work requests. Troubleshoots system failures and errors, and finds and fixes problems with minimal disruption.
5. Assists with surveying facilities and recommends the layout of equipment, cabling and wiring, including for construction and renovation projects.
6. Maintains backups of district systems and tests that they can be restored.

Devices, Accounts and User Support

7. Supports staff Mac computers, student Chromebooks and iPads, printers, copiers, projectors and classroom displays.

Board Approval			
Agenda Date:		Resolution No.:	

8. Administers Google Workspace and the device management systems. Sets up and removes accounts for new and departing staff and students on time.
9. Responds to the questions and needs of end users, and works with the administrative team to solve system-level problems.
10. Keeps an inventory of all district technology, for insurance, audit and replacement planning.
11. Supports the student information system and other district software with account setup, rostering and troubleshooting. Works with office staff and the Technology Coordinators.
12. Makes sure devices, networks and accounts are ready for state online testing, and fixes technology problems during test windows.

District Website and Digital Communication

13. Works collaboratively with the Superintendent and Principals to manage the district and school websites.
14. Makes sure the websites meet the state accessibility law, N.J.S.A. 18A:36-35.1 (WCAG 2.2 Level AA). Checks pages and posted documents regularly, and assists the Business Administrator in preparing the Statement of Assurance due to the NJ Department of Education every two years.
15. Makes sure no confidential student or staff information is posted, and that photo and media permission is confirmed before posting. Follows FERPA, N.J.A.C. 6A:32-7 and Board policy on student records.
16. Keeps the websites secure, updated and working, including software updates, hosting, domain name, security certificates and backups. Works with the website vendor.
17. Helps keep the parent notification and emergency alert systems accurate and working.
18. Works with the Technology Coordinators, who manage instructional web-based services and programs at their schools.

Security, Privacy and Safety Systems

19. Protects district systems and data with firewalls, web filtering, endpoint protection, multi-factor authentication, updates and patches. Follows the Children's Internet Protection Act (CIPA) and Board policy on internet safety.
20. Reports any suspected data breach or cyber incident to the School Business Administrator and Superintendent right away, so the district can meet its legal duties and insurance requirements.
21. Provides staff training on cybersecurity, data privacy and responsible technology use.
22. Supports security cameras, door access, phone and intercom systems, with the Buildings and Grounds Supervisor.

Meetings and Events

23. Sets up and supports audio, video and recording equipment for Board meetings and district events, including livestream when needed.

Planning, Budget and Purchasing

24. Helps develop and carry out the district technology plan. Gives recommendations for the yearly technology budget.
25. Prepares specifications, quotes and requisitions for technology purchases, following the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., and district purchasing procedures. Checks incoming orders and keeps records.
26. Reviews vendors and software for security, student data privacy and cost. Helps manage contracts, licenses and renewals.
27. Updates system documentation to record installations, upgrades and configurations. Keeps sensitive information in a secure place.

General

28. Uses appropriate safety equipment in the performance of duties.
29. Travels to and from schools and work sites. May work some evenings or weekends for upgrades, emergencies and events.
30. Performs other related duties as may be assigned.

TERMS OF EMPLOYMENT:

Twelve-month position. This is an exempt position under the Fair Labor Standards Act and the New Jersey Wage and Hour Law, and it is not eligible for overtime pay.

Salary to be determined by the Board of Education. Hours may include some evenings and weekends, as needed.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of the board's policy on evaluation of non-certified staff.