

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** **DISTRICT TECHNOLOGY ADMINISTRATOR**

**QUALIFICATIONS:**

1. Bachelor's Degree
2. Experience with computer hardware, software, networks, and websites.
3. Required criminal history check/proof of U.S. citizenship or legal resident alien status
4. New Jersey residency required
5. The ability to bend, lift, squat, crawl, perform repetitive motions and work overhead.
6. The ability to climb ladders and work on roofs or ceilings
7. The ability to lift 50 lbs. at least 25% of the time

**REPORTS TO:** Principal

**POSITION GOAL:**

To oversee the district technology department and those assigned to that department. The District Technology Administrator will ensure the daily operations of the district network and technology.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervise Computer Technicians
2. Serve as network manager
3. Maintains network operations, software, hardware and operating systems (e.g. servers) operating systems districtwide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations
4. Have working knowledge of routers and switches as well as their configuration in the school networks where assigned
5. Manages servers and network resources including network applications for the purpose of delivering services in compliance with established guidelines and/or objectives
6. Maintain an up-to-date IP configuration chart for district
7. Installation of network drops as the need arises
8. Configure new equipment as it is purchased
9. Ensure that all physical and virtual servers are maintained, updated, and backed-up
10. Maintain, Support, and backup all router, switch, and firewall configurations and emergency systems

11. Make all required technology presentations to the BOE as required by NJDOE code
12. Knowledge of student management systems and their integration with NJ SMART
13. Maintenance of all student information systems
14. Maintenance of emergency notification systems
15. Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases
16. Recommends equipment, supplies and materials for the purpose of acquiring items and completing jobs efficiently
17. Responds to emergency situations as needed for the purpose of resolving immediate concerns
18. Maintains instructional software inventory and oversees licensing
19. Develop OS images for use on Apple and PC platforms
20. Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support
21. Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software
22. Knowledge of all school district personal computer software applications
23. Ability to work independently
24. Ability to communicate effectively with various level of end-user technology proficiency
25. Ability to follow oral and written instructions
26. Ability to report work orally and/or in writing to supervisor
27. Analytical, problem solving and creative thinking skills with respect to computer related issues
28. Troubleshoot and repair laptop and desktop issues as they arise
29. Assists with technology staff development as needed
30. Assists students/teachers with software/hardware issues
31. Assists with installation of various pieces of hardware as software as the need arises
32. Maintain inventory of computer hardware and software
33. Assists in the daily monitoring of network performance
34. Assists maintenance department with computer applications
35. Maintains phone system software and district cell phones/radios
36. Manages, directs, and maintains accurate records for the completion of technology work orders
37. Maintains district website
38. Participates in a variety of planning and developmental activities, including districtwide committees for the purpose of creating short and long range plans for programming support to the district

39. Maintains communication with parents/students regarding 1:1 Initiative
40. Completes evaluations of all computer technician positions with input from the principal and other district administrators twice a year.
41. Perform other related duties as assigned for the purpose of ensuring the efficient and effective operation of the school

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**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.

BOE APPROVED: March 11, 2019