

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SUPERVISOR OF TECHNOLOGY

### QUALIFICATIONS:

- Microsoft Certified System Engineer, required
- Minimum of five (5) years working knowledge of deploying/maintaining security in an educational environment
- Demonstrated ability and knowledge of computer technology, software, operating systems and network configurations (knowledge of LAN/WAN; wireless network, firewalls, HP network and virtualized platform)
- Experience in planning and implementing staff development activities
- Evidence of strong interpersonal, organizational and leadership skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

SUPERVISES: N/A

### PERFORMANCE RESPONSIBILITIES:

1. Maintains the operation, integration and use of all computers and technology related devices used to support instruction.
2. Works closely with the Supervisor of Educational Technology.
3. Maintains a comprehensive and efficient system for acquiring and cataloging all district technology resources.
4. Oversees the management of contracted technology services.
5. Assists the Supervisor of Educational Technology with the coordination of computer instruction, including demonstration of lessons that incorporate the use of technology.
6. Assists the Supervisor of Educational Technology in developing and implementing a district wide technology plan.
7. Assists staff in the selection of software, hardware and other instructional materials and devices to support specific content objectives.
8. Assists with developing a comprehensive technology program of instruction.
9. Assists with managing User Accounts for NJDOE and State reporting.
10. Maintains a high level of professional growth, including familiarity with developments in the field of computer related technology.
11. Performs such other duties as may be assigned.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with Board-approved policy for evaluation of support staff.

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## STATEMENTS OF AGREEMENT:

### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

### Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 5/13/2015

Revised: 2/22/2023