

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT  
JOB DESCRIPTION MANUAL**

**CENTRAL OFFICE ADMINISTRATION**

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**DIRECTOR OF TECHNOLOGY, STUDENT DATA, STATE REPORTING,  
HUMAN RESOURCES COMPLIANCE & COMMUNICATION**

**QUALIFICATIONS:**

1. Master's degree in Supervision and/or School Leadership required, with a minimum of two years' prior experience with network information systems
2. Demonstrates effective problem solving, organization, record-keeping related to student-data and state reporting, along with strong interpersonal and communication skills
3. Demonstrates knowledge of, and experience with local area and wide area networks, networking hardware and software
4. Required criminal history background check and proof of United States citizenship

**REPORTS TO:** Superintendent of Schools or Designee

**SUPERVISES:** Assigned Personnel

**JOB GOAL:** To provide leadership, long-range planning, management, and support of the district's operational and instructional programs through the development and maintenance of all technological hardware, software, networks, systems administration and web management, while accomplishing strategic objectives as established by the Superintendent and Board of Education.

**PERFORMANCE RESPONSIBILITIES:**

**A. Technology Coordination**

1. Responsible for all aspects of district technology including but not limited to Networks, software/services, PCs/laptops/Chromebooks and other hardware.
2. Wireless Access Points, Phones, Cameras, Copiers/Printers, etc.
3. Maintain short and long term technology plan and yearly budget.
4. Envision, design, implement, renew, upgrade, recommend, and support all technology

- needs.
5. Create and review procedures regarding acceptable technology use and sustainable replenishment.
  6. Maintain technical documentation.

## **B. Network Administration**

1. Maintain secure and reliable performance of all physical and virtual networks.
2. Continually adapt hardware/service as needs evolve and/or as threats are identified.
3. Local Area Network (LAN) and Virtual LAN (vLAN) Management.
4. Wide Area Network (WAN) Management.
5. Firewall Management.
6. Wireless Local Area Network (WLAN) Management.
7. Content Filter/Filtered DNS Management.
8. Oversee district cyber-security to include preventative maintenance program for the electronics and other components of the network; correlate this plan with the district preventative maintenance plan; provide appropriate network security for server access and Internet access; maintain personnel procedures, policies and regulations for cyber-safety; provide updates as needed to security exploit patches; ensure preventative maintenance program for the electronics and other components of the network and correlate this plan with the district preventative maintenance plan.
9. Coordinate maintenance and operational functionality of the network, auditorium AV, PA/Intercom and VoIP systems.
10. Support the technology department with troubleshooting and addressing problems on network and client/server applications.
11. Support the technology department with repairing networking equipment and/or facilitates the repair of equipment, as needed, and maintains records of repairs.
12. Keep abreast of current networking technologies to ensure that the district network can accommodate increasing demands on the access of information.
13. Develop and maintain an inventory of all technology equipment and software in the

district in accordance with district procedures.

Develop annual and multi--year plans for purchase, distribution, replacement and recycling of technology equipment.

15. Recommend networking hardware and software purchases for the annual budget and request the ordering of equipment and materials in accordance with district procedures and budget allocations.

### **C. School and Community Relations**

1. Work cooperatively with the Superintendent, Administration and other staff to provide technology-based services throughout the district.
2. Work cooperatively with desktop support, technology support assistants, instructional and other district personnel, as well as vendors, in maintaining the district network.
3. Cooperate and share professionally with colleagues/staff.
4. Perform Domain Upgrades.
5. Coordinate with contracted support vendors as needed.
6. Schedule, plan and execute monthly meetings with both RFH BOE Community Relations Sub-Committee in conjunction with the RFH Communications Team, and with input from the Superintendent of Schools.
7. Implement, schedule, supervise and provide appropriate professional development for all technological aspects of the RFH Strategic Plan, in concert with the Superintendent of Schools and RFH Administrative Team, and with input from the RFH Board of Education.

### **D. Human Resources**

1. Supervise district technology staff and other staff as assigned by the Superintendent of Schools.
2. Act as, or coordinate with the district webmaster to keep current information on the district site for school and community access.
3. Coordinate with the Administrative Team to broadcast district announcements and communications.

4. Coordinate with the Administrative Team to ensure the expansion and functionality of the student management system.
5. Develop and implement the long-range district technology plan.
6. Coordinate with the Administrative Team and the RFH Professional Development Committee to plan and deliver staff training opportunities.
7. Maintain the human resources compliance system for the district.
8. Work collaboratively with the Superintendent to maintain employee onboarding and off boarding processes.
9. Collect and compile employee data as needed for collective bargaining negotiations, including employee lists, salary information, and health benefit levels and contribution amounts.
10. Act as a resource, as needed, in collective bargaining negotiations by analyzing data and assisting with negotiations strategy.

#### **E. Systems Administrator/Field Technician**

##### Ensure Management of:

1. All Google Apps for Education and equivalent / successor applications.
2. Servers Management (including current operations as listed and successor / updated operations), as follows:
  - a. Virtual Servers (VMWare)
  - b. Print Servers
  - c. Domains/Active Directory (AD)
  - d. Domain Name Services (DNS)
  - e. Dynamic Host Configuration Protocol (DHCP)
  - f. Internet Information Services (IIS)
  - g. IP Phone System Management
  - h. IP Camera System Management
  - i. Apple School Manager Management
  - j. Meraki Mobile Device Management (MDM)
  - k. Add/remove/update/configure endpoints such as Windows PCs, Chromebooks, tablets,
  - l. Document cameras, projectors, printers, etc.
  - m. Technical Support for our end of life end of support RFID door access card badge system
  - n. District data backups

- o. Software - user access/rollover/support
- p. Break/Fix of PCs and Chromebooks
- q. Online State Testing Technical Assistance and Setup

## **F. Database Manager**

1. Supervise and manage all aspects of Data Entry and upgrades related to Student Information System (SIS), inclusive of scheduling, annual rollover, maintenance of Parent Portal, Report Card entry, Student Ranking, Emergency Alert System;
2. Perform all aspects of user security access management Technology Coordinator for State Reporting: Coordinate State Reporting with Administrative team, including Director of Curriculum, Instruction, Student Data, State Reporting and Public Relations, as needed (including current operations as listed and successor / updated operations):
  - a. NJ Smart
  - b. SID Management
  - c. SMID Management
  - d. State (Core) Report
  - e. Special Education Submission
  - f. State Assessment Registration
  - g. Performance Reports
  - h. Course/Roster (both staff and student)
  - i. NJ Homeroom
  - j. Staff Evaluation - Evaluation Information System (EIS) formerly in NJ SMART
  - k. Civil Rights Data

## **G. Professional Improvement**

Participate in staff development opportunities to enhance job- related skills and knowledge in accordance with district procedures and budget allocations.

## **H. Other Assigned Duties**

Perform all other tasks and assumes such other duties as designated by the Superintendent or designee(s).

## **TERMS OF EMPLOYMENT:**

Twelve-month year. Non-bargaining-unit position. Salary and other terms and conditions of employment established by the Board of Education upon recommendation of the Superintendent of Schools.

**EVALUATION:**

Performance of the position will be evaluated in accordance with state law and the regulations of the New Jersey Department of Education.

**APPROVED BY:** Rumson Fair Haven Regional Board of Education

**DATE:** March 28, 2022