

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
OAKLAND, NEW JERSEY 07436

JOB DESCRIPTION

Title: Director of Technology

Organizational Relationship: Reports to Director of Curriculum, Articulation, & Instruction

Primary Function: Provide strategic leadership and oversight to technology initiatives and operations, ensuring a meticulous alignment with the district's strategic objectives and goals.

Major Responsibilities:

1. Technology Strategy and Planning:

- Develop and implement a comprehensive technology vision and strategic plan aligned with the district's goals and objectives.
- Collaborate with the Director of Curriculum, Articulation, & Instructions, district leaders, and other stakeholders to identify technology needs and priorities.
- Stay abreast of emerging technologies, trends, and best practices in educational technology.

2. Technology Infrastructure and Operations:

- Oversee the design, implementation, and maintenance of the district's technology infrastructure, including network systems, servers, databases, access control/surveillance system and telecommunications.
- Ensure the availability, reliability, and security of technology systems and services.
- Establish and enforce technology policies, procedures, and standards.

3. Educational Technology Integration:

- Collaborate with curriculum and instructional leaders to identify and implement technology tools and resources that enhance teaching and learning.
- Support professional development initiatives to empower educators in effectively using technology for instruction.

4. Budgeting and Resource Management:

- Develop and manage the technology budget, ensuring optimal utilization of resources.
- Evaluate and procure technology hardware, software, and services in alignment with district needs and budgetary constraints.
- Establish vendor relationships and negotiate contracts to secure favorable pricing and support agreements.

5. Data Management and Privacy:

- Ensure the integrity, security, and privacy of student and staff data in compliance with relevant laws and regulations.
- Develop and implement data management policies and procedures to safeguard sensitive information.
- Collaborate with relevant stakeholders to establish data governance practices.

6. Technology Support and Helpdesk:

- Oversee technology support services, including the helpdesk, to address technical issues and provide timely assistance to district staff.
- Foster a customer-focused culture and promote a positive user experience with technology.

7. Oversee the complete lifecycle management of district websites, including design, deployment, and ongoing maintenance.

8. Serve as Chair of District Technology Committee Meetings.

9. Attend all pertinent technology conferences and shows as well as NJECC, Bergen Tech, and other State technology meetings.

10. Supervise and evaluate all technology staff.

11. Perform other related duties as assigned by the Director of Curriculum, Instruction, & Articulation, Business Administrator, or Superintendent.

Qualifications:

- Bachelor Degree or related experience.

- Excellent working knowledge of all current trends in technology. Proven ability in project management and integration.

Terms of Employment: 12-month work year in accordance with contractual arrangements as approved by the Board of Education.

Approved: July 30, 2001

Revised: May 9, 2016

Revised: May 22, 2023