

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
Oakland, New Jersey 07436

JOB DESCRIPTION

Title: Coordinator of Multimedia Technologies

Organizational Relationship: Reports and is evaluated by the Director of Technology

Primary Function: A district-wide position designed to coordinate multimedia technology needs for both administrative and academic units under the direction of the Director of Technology

Major Responsibilities:

1. Oversee maintenance of and provide technical assistance for all installed video presentation and sound reinforcement systems district-wide including academic classrooms, media centers and administrative conference room facilities.
2. Maintain and provide technical assistance for all installed multimedia control systems district-wide including control over academic classroom multimedia technologies, media centers and administrative conference room multimedia technologies.
3. Oversee maintenance of and provide technical assistance for district-wide video production, auditorium facilities, video surveillance and access control systems.
4. Provide design and engineering support for future upgrades of all district-wide multimedia systems, but not limited to: Academic classrooms, media centers, administrative conference rooms, video production and auditorium facilities, as well as, district-wide video surveillance and access control systems.
5. Maintain knowledge of common professional audio, video production and presentation systems, video conferencing systems and associated CODECs
6. Maintain district-wide cable television networks, including both RF and video streaming infrastructures.
7. Maintain knowledge of common data network technologies and best practices.
8. Oversee maintenance of and day-to-day operations of Ramapo High School data network including wired LAN and wireless LAN
9. Design and author specifications for technology installation work to be performed by outside contractors.
10. Supervise technology installation work to be performed by outside contractors and coordinate all work to be performed with District Facilities Department.
11. Perform any additional tasks as assigned by the Director of Technology.

Qualifications:

1. Bachelor Degree or related experience
2. Must have an excellent working knowledge of all current trends in technology including computer hardware, operating systems, AV and multimedia equipment and software and wired and wireless data networks
3. Audio and video engineering background preferred

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

Approved: July 30, 2001

Revised: June 13, 2016