



## West Windsor-Plainsboro Regional School District

### Job Description

**Job Title:** Technology Manager  
**Department:** Technology  
**Report To:** Director of Technology  
**Salary Guide:** Non-Affiliate A; Twelve-month contract  
**Prepared Date:** 16 November 2021

**Position Summary:** The Technology manager supervises the Technology team, either directly or through the proper delegation of authority; designs, installs, maintains, and supports computer communication networks within the district's local area network (LAN) and out to the Internet.

**Qualifications:** Bachelor's degree with 5 to 7 years of experience or Master's degree with 2 to 4 years of similar experience. VCP, CCNA, MCPIT

Enterprise administrator, and DCUCI. Implementation experience with all high availability features of virtualization, working knowledge of the VMFS file system and fiber channel technology. Proficient in Windows networking environment, Exchange mail service, Cisco switches, anti-virus software, server management, data backup and restore, and network design. Must have ability to read, analyze, and interpret technical procedures, identify and resolve problems in a timely manner, and develop strategies to achieve organizational goals.

**Essential Duties:** The Technology manager supervises the Technology team. The position also fulfills the essential duties and responsibilities commonly associated with the network system engineer. This position also includes the responsibilities, including (but not exclusive of) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the New Jersey State Department of Education, and the policies and rules of the West Windsor-Plainsboro Regional School District, all of which he/she is expected to be familiar.

#### **Technology Manager/Network Administration**

- Develop and manage back-up processes and security procedures.
- Stay abreast of advances in hardware and software.
- Create, manage, and maintain databases and reports as required in support of staff and non-instructional department goals.
- Support hardware purchases, installations, and maintenance, where possible.

- Design, maintain, and upgrade the virtual environment.
- Oversee network security.
- Provide 24/7 support for primary network resources.
- Resolve network communication problems.
- Monitor 24/7 network activity, i.e. alerts.
- Manage the active directory infrastructure.
- Install and maintain network hardware and software.
- Configure, upgrade, and maintain routers, switches, and PIX/ASA firewalls.
- Implement LAN policies, procedures, and standards, ensuring conformance with information systems and objectives.
- Develop implementation plan for new technologies.
- Perform network modeling, analysis, and planning.

#### **Relationship to the Director of Technology**

- Assist the director of Technology in a variety of planning and development activities, including district- wide committees for the purpose of creating short-term and long-range plans for programming support to the district.
- Recommend equipment, supplies, and materials for improving network operations and security to the director of Technology.
- Research trends, products, equipment, and tests, for the purpose of recommending procedures and other purchases.
- Keep expenditures within budget allotments.
- Provide the director of Technology with the appropriate information about network performance and issues.
- Inform the director of Technology if unavailable to support the network; coverage plan will be determined by the director of Technology.

#### **Relationship to the Technology Department**

- Manage the Technology hardware/break-fix/software upgrades, etc.
- Coordinate the workflow for all Technology projects and upgrades.
- Monitor and oversee work flow for the technical staff.
- Provide updates of system changes.

#### **Additional Responsibilities**

- Perform all other duties that may be assigned by the director of Technology.
- Maintain confidentiality in all areas.
- Assume a flexible work schedule.

**SUPERVISORY RESPONSIBILITIES:** This position supervises the Technology team.

#### **TECHNOLOGY SKILLS**

In addition to the programs noted above, ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal, and Student Information System.

### **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

### **PHYSICAL DEMANDS**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **TERMS OF EMPLOYMENT**

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

### **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal 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 West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

**Board Approval Date:** 11/16/2021

**Certified by:** CJ Comella  
**Director of Human Resources**