



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Director of Technology
Department: Technology
Reports To: Superintendent of Schools
Salary Guide: WWPAA; Twelve-month contract
Prepared Date: 24 May 2022

Position Summary: The Director of Technology is responsible for the supervision of all technology related services and personnel for the district. The director holds a leadership role in all areas pertaining to technology purchase, services, professional development and curriculum development.

Qualifications: Master's Degree required. Possession of a valid New Jersey School Administrator or Principal endorsement or certificate of eligibility. Minimum of five years' experience in technology or related functions preferred. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

- Ensure the confidentiality of technology accessible information.
- Ensure compliance with federal laws for student online safety.
- Monitor new technology trends and recommend implementation where appropriate
- Manage district technology budget and all technology related purchases
- Ensure technology goals and initiatives align with and support district goals.
- Evaluate existing technology systems for efficiency and effectiveness, and make recommendations for replacing or upgrading said systems.
- Ensure the confidentiality of technology accessible information.
- Coordinate the computerization of all school record keeping systems.
- Ensure the completion of all computer related administrative tasks including state reporting, budgeting and maintenance of school records.
- Update and maintain a district hardware and software inventory.
- Manage the distribution of computer hardware and supplies.
- Coordinate technology related support services for the district.
- Coordinate the design, installation and implementation of all district wide computer networks.
- Ensure adherence to copyright laws regarding software licenses.
- Act as liaison to departments and instructional programs which incorporate technology related activities into the curriculum.
- Communicate with teachers, the board and community members regarding the value of incorporating technology into the educational process.
- Submit bid lists for computer supplies, applies for lowest bid to keep expenditures within budgeting allotments.

- Promote and provide assistance to teachers and curriculum committees in the integration of technology into all curriculum areas.
- Ensure the timely completion of the repair and maintenance of all computer hardware.
- Performs all other duties and carries out other responsibilities associated with the position.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

EVALUATION OF PERFORMANCE

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

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. 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 through an interactive process of determining essential duty task completion options.

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: 5/24/2022

CERTIFIED BY: 
Director for Human Resources

