

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

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**TITLE:** Director of Information Systems

12 Month: Non-Union Position

**Administrative Relationship:** Reports to Superintendent and or designee

**Essential Qualifications:**

1. Masters' degree from an accredited college/university, with major course work in data processing, management information systems, business administration, or education required.
2. Must be able to perform essential job functions with or without reasonable accommodations.
3. Minimum of five years' Supervisory experience in development, installation and maintenance of electronic technology systems, district services.
4. Six years' experience in computer related field including three years' experience in network and telecommunications systems design and/or analysis, experience as a LAN/WAN administrator, with the ability to program switches, routers and implementing servers.
5. Valid New Jersey driver's license; use of personal vehicle will be necessary to assist employees at more than one District site during a workday therefore vehicle insurance coverage is required.
6. Ability to work independently and collaboratively.
7. Extensive knowledge in the following network operating systems: all versions of the Microsoft Windows Server.
8. Current on recent developments and sources of information related to data-telecommunication activities
9. Communicate effectively with other employees, organizations, and vendors using tact, courtesy and good judgement, ability to provide leadership.
10. Demonstrate ability to work with accuracy and attention to detail to meet deadlines.
11. Ability to work effectively with staff, parents, community members, and students to maintain and strengthen sound human relations for the improvement of the school program.
12. Demonstrate ability to work harmoniously in a multicultural, diverse community.
13. Strong understanding and experience setting up, configuring, and managing network components.
14. Strong understanding and experience working with MS Active Directory, group policies, security groups, and network logon scripting.
15. Setup and operational knowledge of windows 10, Microsoft Server. Linux server and Mac OS X experience/knowledge advantageous.
16. Demonstrate ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and process used in educational organizations.
17. Highly organized with strong projects on interrelated time lines.
18. Knowledge of classroom technology including Smart-Board, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.
19. Strong knowledge and Experience managing Google Admin, Edumet, System 2000, NJ Homeroom, proficient in HTML and website development and maintenance required within a Google for Education Domain.
20. Knowledge of student data systems (i.e. Oncourse), strong plus.
21. Proven ability to negotiate and work with vendors and consultants.
22. Ability to work effectively with parent, community and staff on various organization-wide and Technology Advisory Committees.
23. Experience supervising staff.
24. Experience facilitating workshops.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **ESSENTIAL FUNCTIONS OF POSITON:**

1. Provide technical leadership and support as well as research and development of the Maintains the network infrastructure so it is operational at all times
2. Research resolutions for complex telecommunication problems involving multiple vendors' engineering and technical staff.
3. Participate in the evaluation of bids and development recommendations.
4. Plan, design, implement and maintain telecommunication equipment for District new construction, remodels and portable installations.
5. Evaluate, recommend, and develop improvements in operation, procedures, policies and methods.
6. Prepare and present effective presentations.
7. Create and maintain technical documentation, including telecommunications specifications and network designs.
8. Develop and/or present a variety of technical and administrative reports.
9. Participate in budget preparation activities and monitor expenditures.
10. Administer Windows Server operating systems
11. Participate in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures and budget allocation.
12. Devise and implement effective solutions for problems in telecommunications systems
13. Interpret and apply Federal. State and local policies, procedures, laws and regulations and ensure compliance.
14. Develop long-range plans and evaluate options from the technical and financial perspective.
15. Develop and oversee projects, and develop and design plans, studies, and profiles. Proven skills in technical writing and documentation.
16. Evaluate and prepare equipment specifications.
17. Interpret wiring and logic diagrams, blueprints, and technical reports.
18. Implement the professional improvement plan as specified in the observation and/or evaluations reports.

## **Essential Functions Continued:**

1. Authorizes permissions and individual access to technology application or services for the purpose of ensuring proper access to technology systems by staff, students, parents and other consistent with district operating guidelines and regulations.
2. Communicates technology related activities in a timely manner to all stakeholders.
3. Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized application and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
4. Maintains technology equipment and systems for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.
5. Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and /or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surpluses consistent local, district and state regulations.
6. Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
7. Overseas functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
8. Prepares a wide variety of documents, reports and materials (e.g. reports, policy, and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates) for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required bu district, state and/or federal regulations.

9. Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
10. Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implantation.
11. Coordinate the design and implementation of local and wide area networks throughout the district
12. Perform feasibility studies and objective product evaluations on new technologies related to the direction of the District telecommunication network; provide guidance in the development of review criteria; analyzes complex technical options system integrations, short- and long-term cost impacts, and develops recommendations.
13. Plan large-scale projects in which new products or technologies are phased in District-wide function as project leader and oversee the implantation of projects.
14. Analyze and recommend tools to monitor equipment for performance and fault problems.
15. Provide leadership in the design of new telecommunication network services district-wide.
16. Resolve complex telecommunication system and equipment issues.
17. Perform as assigned by the Superintendent or his/her designee, additional or alternate duties that may add to the effectiveness of the educational program for the Pleasantville Public Schools.

**TERMS OF EMPLOYMENT:**

Non-guide employee status with twelve-month work year. Salary established annually by the Board of Education.

**EVALUATION:**

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

**SALARY:**

Commensurate with qualification and experience.

Position descriptions are established by the Human Resources Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualification, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed.

Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order, of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other.

Approved by: Pleasantville Board of Education

Date: May 11, 2021