JOB DESCRIPTION
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READINGTON TOWNSHIP BOARD OF EDUCATION

5000-TECHNOLOGY/COMPUTER CENTER

JOB DESCRIPTION

JOB TITLE: **COORDINATOR OF INFORMATION TECHNOLOGY**

REPORTS TO: Superintendent

SUPERVISES: Computer technicians and aides

NATURE AND SCOPE OF JOB:

The Coordinator of Information Technology is responsible for designing, deploying, and maintaining the district's information technology infrastructure supporting current institutional and administrative needs.

QUALIFICATIONS:

The Coordinator of Information Technology shall:

1. Hold a Bachelor's Degree a related field from an accredited college or university.

2. Possess thorough knowledge of computer networks, telecommunications, and related equipment.

3. Be familiar with NJ SMART, School Report Card, and other information systems.

4. Exhibit excellent leadership communication and interpersonal skills.

5. Hold and maintain a valid driver's license with no serious violations.

6. Have excellent integrity and demonstrate good moral character and initiative.

7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

8. Provide proof of eligibility to work in the United States by completing the I-9 form.

9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment. .

10.

11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.

2. Required documentation outlined in the qualifications above.

3. A minimum of two letters of reference from former employers, teachers, other professional sources.

4. Employment interview.

EMPLOYMENT TERMS:

The Coordinator of Information Technology shall be employed under the following terms:

1. Work year of twelve months.

2. Salary, benefits, leave time and conditions as negotiated.

3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Information of Technology shall:

1. Provide leadership in the establishment and implementation of long-range district-wide plans for the acquisition and infusion of technologies throughout the K-8 instructional program. These plans will be consistent with the educational goals adopted by the Board of Education.

2. Provide for the systematic review, evaluation and enhancement of the district's technology infrastructure, its benefits to students and staff and recommend changes as appropriate in accordance with review procedures adopted by the Board of Education. As part of this process, the Coordinator shall review the technology literature, confer with others in the field, and make recommendations regarding the acquisition of technology resources

3. Make recommendations and decisions to ensure knowledge of emerging technologies which are appropriate to the educational process are used in the decisions that guide the district.

4. Work with district teaching staff and administrators to implement the appropriate use of technology throughout the curriculum. This process is to include the development and implementation of policies to ensure effective and efficient use of technology-related resources as well as providing instructional leadership.

5. Assist in providing technological staff development and support for the district's staff.

6. Oversee and upgrade the district's website.

7. Keep up with the current research and best practices to ensure acquisition and implementation of appropriate instructional technologies to support the delivery of the district's curriculum.

8. Serve as a resource to other administrators and staff during their curriculum review to offer suggestions on how technology can best be used to support their curricula.

9.   Assist building principals in supervision and evaluation of the performance of staff involved in the support of the technology program.

10.   Assist in writing job descriptions in areas where technology is a significant aspect of the position.

11.   Prepare budget recommendations for acquisition and maintenance of district technologies, prepare purchase orders and provide for the distribution of materials and supplies.

12.   Review and approve all technology purchases and provide staff with budgetary information about hardware and software.

13.   Take a leadership role in seeking alternate funding options to facilitate the implementation of the technology plans.

14.   Communicate the district's technology program and curriculum to the district and community at large; serve in a liaison capacity in national, state and local technology groups.

15.   Ensure adherence to copyright laws regarding software.

16.   Establish and maintain district's networking capability.

17.   Establish procedures for maintaining and updating a district hardware and software inventory.

18.   Oversee the maintenance and repair of technology resources and proactively address aging hardware.

19.   Network with federal, state, local agencies and other school districts to evaluate educational implications of emerging technologies as they pertain to the district.

20.   Propose appropriate policies to the district administrative staff for presentation to the Board of Education to ensure compliance with state, federal and local mandates and/or initiatives.

21.   Establish a community technology access program.

22.   Work to improve the overall quality of education received by students in the district.

23.   Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

24.   Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

25.   Participate in appropriate in-service and workshop programs and attend any required meetings.

26.   Use computers and/or electronic equipment to fulfill job functions.

27.   Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.

28.   Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.

29. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

30. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.

2. Remain in a stationary position for required periods of time.

3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.

2. Occasional exposure to a variety of weather conditions.

3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Superintendent shall evaluate the Coordinator of Information Technology in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: July 24, 2012

JOB DESCRIPTION

JOB TITLE: **COMPUTER TECHNICIAN**

REPORTS TO: **Coordinator of Information Technology**

SUPERVISES: Computer network operations and repairs

NATURE AND SCOPE OF JOB:

The Computer Technician provides technical support for the operation and repair of personal computers and personal computer networks.

QUALIFICATIONS:

The Computer Technician shall:

1.   Have a degree in Computer Science or equivalent experience.

2.   Have two (2) years experience in local and wide area networking and telephone systems.

3.   Have good presentation and communication skills.

4.   Understand networking technologies.

5.   Be familiar with Microsoft product line, Apple product line, AVAYA G3r phone system, and all end user devices.

6.   Understand voice and data cabling technologies and troubleshooting procedures.

7.   Understand network protocols especially TCP/IP.

8.   Be able to troubleshoot and repair PC, MAC and Telephone issues.

9.   Troubleshoot wide area networking and local area networking problems.

10.   Have a working knowledge of PC desktop operating systems and applications.

11.   Have a strong knowledge of Mac and PC environments.

12.   Have the ability to supervise repairs by outside vendors.

13.   Have a working knowledge of Internet related equipment.

14.   Have the ability to troubleshoot the district's telephone system.

15. Have excellent integrity and demonstrate good moral character and initiative.

16. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.

17. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

18. Provide proof of eligibility to work in the United States by completing the I-9 form.

19. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

20. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

21. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

22. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.

2. College transcripts.

3. Required documentation outlined in the qualifications above.

4. A minimum of three letters of reference from former employers, teachers, other professional sources.

5. Employment interview.

EMPLOYMENT TERMS:

The Computer Technician shall be employed under the following terms:

1. Work year of twelve months.

2. Salary, benefits, leave time and conditions as specified in the Collective Bargaining Agreement.

3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Computer Technician shall:

1. Install and maintain computers and district's telephone system.

2. Troubleshoot, repair and maintain hardware and software systems in use throughout the district. Including, but not limited to, computers, laptops, iPads, Chromebooks, audio systems and SmartBoards.

3. Have a strong knowledge in Voice and Data cabling standards and all associating duties.

4. Maintain a current inventory of hardware and software utilized by the district.

5. Configure and install technology related devices on the network.

6. Work with vendors in the repair or maintenance of equipment.

7. Provide training to staff on computer related products.

8. Operate and repair district personal computers (PCs) and networks.

9. Assist with training and demonstrating how to post content on the district website.

10. Troubleshoot wide area and local networks.

11. Install data cabling.

12. Integrate computers on wide area and local networks.

13. Supervise repairs and installation by outside vendors.

14. Provide in-service assistance in the use of computers and networks to school district staff members.

15. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

16. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

17. Participate in appropriate in-service and workshop programs and attend any required meetings.

18. Use computers and/or electronic equipment to fulfill job functions.

19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.

20. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.

21. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

22. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1.   Use strength to lift items needed to perform the functions of the job.

2.   Remain in a stationary position for required periods of time.

3.   Communicate, convey, or exchange information effectively.

4.   Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

5.   Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

6.   Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1.   Exposure to a variety of childhood and adult diseases and illnesses.

2.   Occasional exposure to a variety of weather conditions.

3.   Exposure to heated/air conditioned and ventilated facilities.

4.   Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

5.   Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Coordinator of Information Technology shall evaluate the Computer Technician in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: January 2004

JOB DESCRIPTION

JOB TITLE: NETWORK ADMINISTRATOR

REPORTS TO: Coordinator of Information Technology

NATURE AND SCOPE OF JOB:

The Network Administrator provides support to the Technology Coordinator of all Network systems as dictated in the shared services agreement between Readington and Tewksbury school districts.

QUALIFICATIONS:

1. A minimum 3 years supporting servers and switches in a network with at least 2 remote locations.
2. Cisco/Meraki certifications, Cisco Network Design Specialist, Cisco Wireless and CISSP.
3. Microsoft certifications such as MCSA, MCSE.
4. A+ certification preferred
5. Experience in Microsoft Office, Server Microsoft exchange, Acronis backup software.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Hold and maintain a valid driver's license with no serious violations.
8. Exhibit competency in using various computer applications.
9. Have good communication skills.
10. Demonstrate the ability to multi-task.
11. Have the ability to maintain an accurate filing and recording system.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Have excellent integrity and demonstrate good moral character and initiative.
14. Provide proof eligibility to work in the United States by completing the I-9 form. .
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment. , Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:34A-4.
17. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.
18. High school diploma required, associates/bachelors or technical diploma/certification preferred.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation as outlined above.
3. Letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The network support technician shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Maintain, troubleshoot, apply security updates and patches, keeping all operating systems current.
2. Ensure that the district's content filtering software is current and functioning at all times.
3. Monitor all network traffic and usage.
4. Monitor all system backups and maintain off network storage of the backups
5. Keep anti-virus software updated and monitor all equipment on the network for vulnerabilities.
6. Assist computer technicians as needed to repair problems with PC's out in the field.
7. Assist with training and development of the Network/Database Support Technician in the area of network administration.
8. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.
9. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.
Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Remain in a stationary position for required periods of time.
2. Communicate, convey, and exchange information effectively.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Coordinator of Information Technology will evaluate the Network Administrator in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.

Adopted: January 16, 2018

JOB DESCRIPTION

**READINGTON TOWNSHIP
BOARD OF EDUCATION**

**TECHNOLOGY/COMPUTER CENTER
5028 Network/Database
Support Technician
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JOB TITLE: NETWORK/DATABASE SUPPORT TECHNICIAN

REPORTS TO: **Coordinator of Information Technology**

NATURE AND SCOPE OF JOB:
The Network/Database Support Technician provides support to the Technology Coordinator in operating the technology department of the school system.

QUALIFICATIONS:

1. Demonstrates advanced technical knowledge and troubleshooting skills.
2. Engages in regular proactive measures in support of network and database environments.
3. Strong work experience and 3-5 years' history in supporting network and database environments as well as NJ Smarts and Student Information Systems.
4. Demonstrate proficiency and efficiency in resolving difficult technical issues.
5. Experience in Microsoft products, Acronis backup software, Cloud based applications and administration.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Hold and maintain a valid driver's license with no serious violations.
8. Exhibit competency in using various computer applications.
9. Have excellent communication skills.
10. Demonstrate the ability to multi-task.
11. Have the ability to maintain an accurate filing and recording system.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Have excellent integrity and demonstrate good moral character and initiative.
14. Provide eligibility to work in the United States by completing the I-9 form. 15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

16.   Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
17.   Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:34A-4.
18.   Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.
19.   High school diploma required, associates/bachelors or technical diploma/certification preferred.

VERIFICATION OF COMPETENCY:

1.   District application
2.   Required documentation as outlined above
3.   Letters of reference from former employers or other professional sources
4.   Employment interview

EMPLOYMENT TERMS:

The network/database support technician shall be employed under the following terms:

1.   Work year of twelve months.
2.   Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3.   Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

JOB FUNCTIONS AND RESPONSIBILITIES:

1.   Assist with server maintenance troubleshooting, keeping all patch levels and fixes current. Keeps systems and servers within the district's network updated with latest security updates.
2.   Assist with database maintenance, troubleshooting all database systems as well as user account management systems.
3.   Monitor network traffic and usage.
4.   Monitor all system backups and maintain offsite storage of the backups.
5.   Keep all anti-virus software current and monitor all equipment on the network for virus/malware exploits.
6.   Assist computer technicians as needed to repair problems with PC's out in the field.
7.   Provide guidance as desktop/classroom technology subject matter expert to desktop technicians.
8.   Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.
9.   Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1.   Remain in a stationary position for required periods of time.
2.   Communicate, convey or exchange information effectively.
3.   Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4.   Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1.   Exposure to a variety of childhood and adult diseases and illnesses
2.   Occasional exposure to a variety of weather conditions
3.   Exposure to heated/air conditioned and ventilated facilities
4.   Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5.   Function in a workplace that is usually moderately quiet but that can be noisy at times

EVALUATION:

The Coordinator of Information Technology will evaluate the Network/Database Support Technician in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.

Adopted: January 16, 2018

JOB DESCRIPTION

JOB TITLE: **DATABASE/SIS ADMINISTRATOR**

REPORTS TO: Coordinator of Information Technology

NATURE AND SCOPE OF JOB:

The Database/SIS Administrator provides support to the Technology Coordinator in the administration and support of all district database, student information systems and data reporting requirements as dictated in in the shared services agreement between Readington and Tewksbury school districts.

QUALIFICATIONS:
1.   A minimum 3 years supporting and maintaining database systems and services for multi-network sites and districts.
2.   Experience in Microsoft Windows Desktop and Server.
3.   Microsoft certifications such as MCSA, MCSE, MTA, A+, Google or other relevant technical certification.
4.   Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
5.   Hold and maintain a valid driver's license with no serious violations.
6.   Exhibit competency in using various computer applications.
7.   Have good communication skills.
8.   Demonstrate the ability to multi-task.
9.   Have the ability to maintain an accurate filing and recording system.
10.   Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11.   Have excellent integrity and demonstrate good moral character and initiative.
12.   Work with sensitive staff and student data in a professional and confidential manner.
13.   Provide proof of eligibility to work in the United States by completing the I-9 form.
14.   Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
15.   Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
16.   Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.

17. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.
18. High school diploma required, associates/bachelors or technical diploma/certification preferred.

VERIFICATION OF COMPETENCY:

1. District application
2. Required documentation as outlined above
3. Letters of reference from former employers or other professional sources
4. Employment interview

EMPLOYMENT TERMS:

The Database/SIS Administrator shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Maintain and update all district dependent databases and systems as they evolve. This includes but is not limited to the following systems: Student information systems (Genesis), Microsoft SQL (HR & Personnel DB) NJ SMART, PARCC, NWEA, School Messenger, ITD Inventory, and various student and teacher educational systems.
2. Provide server updates and security database to all related servers and systems.
3. Create, update and provide database reports and analytics as needed/required.
4. Submit timely, accurate and updated reports for all state and federal mandated district reporting requirements.
5. Monitor all system backups and maintain offsite storage of the backups.
6. Assist/backup Network Administrator roles and responsibility.
7. Assist computer technicians as needed to repair problems with devices in the field.
8. Assist with training and development of the Network/Database Support Technician in the area of database support.
9. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.
10. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Remain in a stationary position for required periods of time
2. Communicate, convey, or exchange information effectively.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Coordinator of Information Technology will evaluate the Database/SIS Administrator in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.

Adopted: February 24, 2015
Revised: January 16, 2018