

ROBBINSVILLE BOARD OF EDUCATION

TITLE: Director of Technology

REPORTS TO: Superintendent

OVERVIEW: The district wishes to employ a network engineer reporting to the Director of Technology to enhance the internal capability to configure and monitor networking equipment network and computer equipment. Some Technologies in which candidates should have expertise are:

Cisco networking and telephony (Call Manager/Unity)

Windows Servers

Vmware:

HyperV

Sonicwall Firewalls

Network Security and Penetration Testing

Exchange Server

Rapid Recovery and Backup Exec

EDUCATIONAL REQUIREMENTS: Candidates should possess a minimum BS degree in an Information Technology associated discipline. Such degrees as Information Technology, Computer Science, Network Engineering or Network Security are examples of such degrees. However a Master's Degree in a Information Technology related associated discipline or a MBA is greatly preferred. Any courses in the area of public financing such as the Business Administrator series would be assets.

CERTIFICATIONS: Any Information Technology related certification will be considered an asset. Certifications of interest include CCNA, CCNP, MCSE or other Microsoft certifications, CISSP or other security oriented certifications.

DUTIES: The overall management of the Technology Department is the responsibility of the Director of Technology. The small size of the department, 3 Technicians and the director, requires that the Director personally perform many technical duties particularly those at the core of the network concerning the network itself and the server farm.

However principal duties of the Director include planning the future configuration of the technology plant. This involves developing relationships with other administrators so as to project the needs of the various schools and departments so as to plan a technology structure (equipment, software and personnel) which can support those requirements.

The planning responsibility of the Director ties into the other major responsibility of the Director; developing the Budget Request and being prepared to support that request with justifications. The Director must also be prepared for some disappointments with regard to the outcome of that request due to the financial limitations of the district.

The third major responsibility is supervision of the staff. The Director should solicit their input concerning future technology acquisitions, improvement of operations and professional development. Presently there are three technicians assigned to the three schools and the Director looks to them to manage their assigned school as a sub department of the Technology Department. This means he expects

them to be accountable for the deployment of assets within their buildings and alert the Director of upcoming developments/ requirements which require the Director's assistance to accommodate.

However there are many operations which require multiple technicians to perform and The Director is also responsible for maintaining discipline within the Technology Department. Also in the summer with the necessity of effecting most major upgrades and maintenance for clients in ten weeks there are many interns necessary. The Director oversees the hiring and roving assignment of interns to technicians.

In the technical area the Director should be prepared to be the principal technical support for the firewall, VMware infrastructure, servers and networking equipment. To them extent possible the Director should involve the technicians to the extent possible in this core support however he/she should also be aware that the technicians are often over committed to client support.

BOARD OF EDUCATION APPROVAL: