



**HACKENSACK PUBLIC SCHOOLS**  
 191 Second Street, Hackensack, NJ 07601

**JOB DESCRIPTION**

<b>TITLE:</b>	Executive Director of Technology	
<b>REPORTS TO:</b>	Superintendent	
<b>DATE APPROVED:</b>	September 25, 2024	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**  
 Provides visionary leadership and articulates the vision to all staff within the technology department and the district; maintains both the network within the district and connectivity to the outside world in condition of operating excellence so that full educational use of it may be made at all times. To provide leadership and vision for the assessment and planning, development, and management of all technology and technical services to satisfy curriculum, instruction and instructional delivery, student management, and business management of the district consistent with the overall policies and goals of the district.

- QUALIFICATIONS:**
1. Successful experience in the use of technology in a K-12 school district.
  2. Hold a Bachelor or Graduate degree with focus on technology or engineering.
  3. Demonstrated knowledge of educational technology, current/future trends in technology, local area and wide area networks, resource management and supervision of personnel.
  4. Demonstrate effective leadership, problem-solving, communications, and interpersonal skills.
  5. Hold and maintain a valid driver’s license in good standing for the type of equipment to be driven, with no serious violations.
  6. Demonstrate aptitude and competence for assigned responsibilities.
  7. Provide Proof of U.S. citizenship or legal resident alien status and required criminal background check.
  8. 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.

**TERMS OF EMPLOYMENT:**  
 Twelve (12) month work year; salary and benefits; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

- PERFORMANCE RESPONSIBILITIES:**
1. Holds as confidential all aspects of the job.
  2. Recommends to the Superintendent improvements needed in office procedures or districtwide operations.
  3. Communicates to the Superintendent any and all unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
  4. Works cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
  5. Maintains a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
  6. Attends required staff meetings and serve, as appropriate, on staff committees.
  7. Keeps informed about school and district activities, requirements of the law and code, board policy and regulations, and other information necessary for the functioning of the office.
  8. Provides leadership in technology training, resources acquisition, and staff development.
  9. Administers and manages the district intranet for sharing information internally with staff, and develops pages and information to be placed on the public/district Web site.
  10. Provides staff with information about technology developments in their specific area of responsibility.
  11. Develops a system-wide technology plan, evaluate it annually, and modify it as needed.

12. Recommends budget requirements to effectively support the district Technology Plan.
13. Prepares and presents reports on technology issues as directed by the Superintendent and Board of Education.
14. Coordinates the use of technology by teachers, administrators, support staff and students to enhance the efficiency and effectiveness of programs and services.
15. Develops a long-range district technology plan for the use of present and emerging technology designed to improve the teaching/learning process.
16. Provides leadership and coordinate the planning and implementation of technology integration in the schools, including mandated assessments such as PARCC.
17. Supervises and order all technology equipment purchases for the school system.
18. Supervises all Technicians, Systems Administrator and Systems Information Coordinator.
19. Organizes and administer the web-based email system, automated library systems and educational database programs.
20. Assumes the duty of District Webmaster:
  - Manages Hackensack Public Schools Website
  - Creates internet content
  - Adapts existing content to a Web-friendly format
  - Creates and maintains the logical structure of the content
  - Coordinates the school and department web sites with the district site
21. Trains and helps school-based Webmasters
22. Provides training and supports of instructional staff in the use of technology for their professional and classroom use. (Workshops, telephone support, classroom visitations, walk in support, etc.)
23. Plans, teaches, and publishes technology workshops and recording of teacher participation in such workshops.
24. Participates in planning and implementation of district and statewide technology workshops and projects.
25. Helps in the evaluation and purchase of software and hardware that is used in the classrooms and labs in the school district.
26. Plans for and administers future innovative cost saving uses of our new infrastructure, specifically the new WAN.
27. Leads, organizes, manages, and supervises all technology service operations of the district in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.
28. Develops, implements and oversees the multi-year Technology Plan that is both corrective and preventative for the upkeep of all technology of the district.
29. Provides an efficient work order system for requests and repairs of the districts technology software and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provides regular work order status reports to the Superintendent.
30. Recommends technology improvement and modernization to improve the systems, equipment, and infrastructure of the district.
31. Serves as liaison for the school district on technology and to the Department of Education.
32. Recommends policies and regulations dealing with technology.
33. Coordinates technology project activities with contracted consultants and contractors to expedite processes relevant to project requirement and schedules.
34. Conducts regular inspections of all the district technology and technology equipment to ensure that high standards for safe upkeep are maintained.
35. Monitors and recommends systems and procedures to ensure the security of all technology equipment and software.
36. Develops and recommends the technology budget, and then administer the approved budget, completing all required documentation.
37. Maintains the Fixed Assets Inventory, following the requirements of GAAP.
38. Maintains an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows federal, state and local regulations.

39. Approves the specifications and recommends contractors to perform technology services, using established district procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
40. Communicates regularly with the Superintendent and Superintendent s, principals, and appropriate staff about the needs and regulations and procedures for the effective operation of the technology programs of the schools so that cooperative working relationships with building staff are encouraged and maintained.
41. Provides and maintains an efficient and effective waste disposal system with provisions for recycling of all technology permitted by local and State regulations.
42. Attends required meetings and serve, as appropriate on staff committees.
43. Notifies and assists the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulations.
44. Understands and communicates current developments in the technology areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
45. Oversees the telecommunication of the district including telephones, copiers, faxes, printers, scanners, etc. and ensure they conform to the districts Technology Plan.
46. All other duties as assigned by Superintendent.

**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 this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

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

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, 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:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.

