



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS:

- A. Bachelors Degree from an accredited institution
- B. Experience in evaluating, planning, implementing, purchasing, and supervising technology in an educational setting
- C. General knowledge of computers and related technologies as they apply to K-12 education
- D. Ability to communicate effectively with all levels of school district staff
- E. Ability to assist users with software and hardware direction, guidance and vision-setting.
- F. Ability to lead technology planning

PRIMARY FUNCTION:

- A. Development, implementation, operation; monitoring, and evaluation of the technology program for the school system. This individual provides leadership in identifying hardware and software purchases, ensuring that they are consistent with the school district's instructional technology plan and state technology guidelines.
- B. Supervises and evaluates the technical staff; expecting and maintaining a timely response with a service mentality,
- C. Works collaboratively with other members of the district administration and district staff to ensure decision making and use of technology furthers the goals of the curriculum.

REPORTS TO: Business Administrator and Superintendent of Schools

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Assists technology users in resolving problems associated with service and support.
- B. Provides leadership that maintains a focus on the educational use of technology where the curriculum drives the decisions and use of technology. Works with the



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Director of Curriculum and the Curriculum Council in order to assist teachers/administrators in integrating the use of technology to further the goals of the curriculum

- C. Works with the administrative stag making recommendations for purchase of technology equipment and services.
- D. Serves as a district contact for technology-related communication.
- B. Coordinates staff development activities relating to technology. Works with the Director of Curriculum to ensure activities meet the NJ state requirements for Professional Development Hours.
- F. Works in coordination with the Business Administrator to prepare, monitor and administer the technology budget.
- G. Assists in hiring, supervising and evaluating non-certificated support staff
- H. In coordination with System Administrator, develops specifications for acquisition of technology resources.
- I. Provides supervision of technology contractors/outsourcers.
- J. Serves on task forces and committees and attends meetings and professional conferences as able and as benefits the district.
- K. Establishes and maintains a system-wide inventory of technology.

TERMS OF EMPLOYMENT:

- A. Twelve-month position with compensation to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by Business Administrator

BENEFITS: Benefits are available to full time employees per the negotiated contract.

BOE Approved Date:
BOE Review Date: