

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Supervisor of Technology**

### **QUALIFICATIONS:**

1. Professional experience in a technology leadership role
2. Expertise with server systems and data communications
3. Working knowledge of operation of technology infrastructure
4. Experience in managing technology budgets

**REPORTS TO:** Director of Instruction

### **RESPONSIBILITIES:**

1. Develop, implement, and assess district administrative and educational technology
2. Oversee and coordinate wired and wireless networks
3. Provide leadership in identifying hardware and software purchases
4. Serve as system contact for all technology-related communication
5. Oversee contracting for maintenance and repair of technology
6. Ensure proper functioning of student information system
7. Lead the district Technology Committee in designing the technology plan to guide district technology and meet state requirements
8. Guide the accurate submission and extraction of data for district, state, and federal reporting
9. Manage immediate supervision of members of the district technology department, including hiring, supervision, and evaluation
10. Other duties as assigned