TITLE: **TECHNOLOGY COOORDINATOR**

REPORTS TO: Superintendent of Schools, Principals and Director of Technology

TERM: 12 Months.

RESPONSIBILITIES/QUALIFICATIONS:

The Technology Coordinator will have prior experience working with computers, software, hardware and wide area networks. He or she will provide leadership in the administration, operation, supervision, and future direction of the district's information systems. As well as the design, implementation and administration of Cliffside Park Schools wide area computer network. The wide area network includes network electronics and local area networks at six locations-five elementary schools, the Middle School, the High School, and the central administrative office.

SPECIFIC DUTIES INCLUDE:

1.   Budgeting and planning for district computer network requirements.
2.   Server and client operating systems installation and maintenance.
3.   Administration of network security.
4.   Windows NT account administration and maintenance.
5.   Client application installations and maintenance.
6.   Administration and maintenance of anti-virus software on client computers.
7.   Management of Electronic Mail Services (Microsoft Exchange Server) and staff e-mail accounts.
8.   Administration and maintenance of Chromebooks for staff and students. (Including maintenance of Google accounts and Google Admin Console administration.)
9.   Assist with the management of Electronic Mail Services (Microsoft Exchange Server, Gmail) and staff e-mail accounts.
10.   Storage management of client data.
11.   Backup management of client data.
12.   Management of Internet content filtering to protect staff and students from non-educational or undesirable World Wide Web content.
13.   Administration of Systems Management Services (Microsoft Systems Management Server) for software distribution and management.
14.   Maintenance of Network Electronics: routers, switches, hubs. etc.
15.   Coordination of computer and telecommunication technologies with administration, supervisors, and staff.
16.   Software and hardware standards selection, distribution, and maintenance.
17.   Staff instruction on use of computers and peripheral equipment.
18.   Consulting services to all schools in the purchasing and installation of network compliant software and hardware.
19.   Professional development of staff responsible for administration and management of LAN or WAN services.

20. Attendance of technology seminars and conventions for professional development. Consulting services to all schools in the purchasing and installation of network compliant software and hardware.

21. Perform other duties assigned by the Director of Technology, Principal or Superintendent of Schools.