



ASSOCIATE DIRECTOR OF INFORMATION TECHNOLOGY

QUALIFICATIONS:

1. Bachelor's degree in Information Technology, Computer Science, or related field
2. A minimum of 5-7 years of progressive experience in IT management, preferably in an educational setting
3. Proven experience in managing IT infrastructure, networks, systems, and cloud technologies
4. Strong leadership skills with experience supervising and developing technical teams
5. Excellent project management skills, with the ability to manage multiple initiatives simultaneously
6. In-depth knowledge of cybersecurity principles and best practices
7. Familiarity with educational technologies and their application in a K-12 environment
8. Strong interpersonal skills, with the ability to work collaboratively and maintain positive relationships with colleagues, district staff, and external partners
9. Required criminal history background check and eligibility to work in the United States
10. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
11. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L.2011, Chapter 70)
12. Demonstrated ability to perform the essential duties in the area of responsibility with reasonable accommodation

REPORTS TO: Chief Information and Technology Officer

JOB GOAL:

The Associate Director of Information Technology supports the Chief Information and Technology Officer (CITO) in overseeing and managing the district's IT infrastructure and services. This role ensures the effective operation, security, and advancement of technology systems and initiatives that support educational and administrative functions. The Associate Director will lead technical teams, manage projects, and collaborate with educators and administrators to ensure that technology enhances the learning environment and district operations.



PERFORMANCE RESPONSIBILITIES:

1. Assist in planning, implementing, and maintaining the district's technology infrastructure, including networks, servers, data centers, and cloud services
2. Ensure high levels of availability, performance, and security across all IT systems
3. Oversee the deployment and maintenance of hardware, software, and connectivity solutions district-wide
4. Lead and supervise IT staff, including network engineers, system administrators, technicians, and support staff
5. Provide training, mentorship, and development opportunities for the IT team to enhance their skills and performance
6. Act as a liaison between the IT department and district staff, ensuring technology needs and concerns are addressed
7. Collaborate with the CITO to develop and enforce cybersecurity policies, procedures, and protocols to safeguard district data and IT systems
8. Ensure compliance with federal, state, and local regulations regarding data privacy and security
9. Respond to and mitigate IT security incidents and breaches
10. Manage and oversee IT-related projects, including hardware rollouts, system upgrades, and the integration of new technologies
11. Collaborate with district departments and schools to identify technology needs and implement solutions that enhance educational and administrative operations
12. Track project progress, manage budgets, and ensure timely completion of initiatives
13. Collaborate with educators and instructional technology specialists to support the integration of technology in classrooms
14. Evaluate and recommend instructional tools, learning management systems, and other educational technologies that align with the district's goals
15. Ensure that all instructional technologies are properly supported and maintained
16. Work with external vendors to procure technology products and services
17. Negotiate contracts, manage vendor relationships, and ensure that products and services meet the district's specifications and expectations
18. Assist the CITO in developing long-term strategic technology plans that align with the district's educational and operational goals
19. Identify emerging technology trends and assess their potential impact on the district
20. Prepare and present reports on technology performance, initiatives, and challenges to district leadership



21. Support the development of the annual IT budget, ensuring resources are allocated efficiently to meet the district's technology needs
22. Monitor spending and manage resources to stay within budget while achieving technology goals
23. Perform other duties as assigned by the CITO

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head; ability to climb ladders; access ceiling plenums, catwalks, and utility closets

Strength: moderate to heavy lifting, pushing, pulling, or carrying is occasionally required; to lift, push, pull, and/or carry objects that weigh as much as 15 pounds frequently; ability to walk frequently

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: read, write, understand, interpret, and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly, and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.



Township of Union Public Schools

Job Description

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: