

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

INSTRUCTION/CURRICULUM

Administrative Regulations

TITLE: NETWORK ADMINISTRATOR

QUALIFICATIONS:

1. Formal training or relevant experience with computer technology and networked information systems
2. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
3. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent

SUPERVISES: Technology staff as assigned

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology.

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
3. Works cooperatively with the supervisor of instruction and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
4. Assists in the planning and implementation of the districts technology in-service education program for the instructional staff.
5. Evaluates the district's technology plan and education program;

recommends changes as appropriate.

6. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
7. Cooperates with central office administrators and school principals in the development of a districtwide electronic information system and provides technical assistance, as needed.
8. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
9. Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.
10. Assists in the development and coordination of the sections of the budget that relate to educational technology.
11. Represents the district's technology program at workshops and seminars.
12. Performs other assigned by administration.

TERMS OF
EMPLOYMENT:

Salary and work year to be determined by the board of education

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

APPROVED BY: Board of Education

DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

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| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:16-1</u> | Officers and employees in general |
| <u>N.J.S.A. 18A:16-2</u> | Physical examinations; requirement |
| <u>N.J.S.A. 18A:25-2</u> | Authority over students |
| <u>N.J.S.A. 18A:26-1</u> | Citizenship of teachers, etc. |
| <u>N.J.S.A. 18A:26-1.1</u> | Residence requirement prohibited |
| <u>N.J.S.A. 18A:27</u> | Employment and contracts |
| <u>N.J.S.A. 18A:28-8</u> | Notice of intention to resign required |
| <u>N.J.S.A. 18A:37-2</u> | Discipline of students |
| <u>N.J.A.C. 6A:7</u> | Managing for equality and equity in education |
| <u>N.J.A.C. 6A:8</u> | Standards and assessment |
| <u>See particularly:</u> | |
| <u>N.J.A.C. 6A:9-11.3</u> | Technology education |
| <u>*N.J.A.C. 6A:24</u> | Education reform in the Abbott districts |
| <u>See particularly:</u> | |
| <u>N.J.A.C. 6A:24 -6.1</u> | Implementation of required programs in secondary schools |
| <u>N.J.A.C. 6A:32-6</u> | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110; 20 U.S.C.A. 6301 et seq.

*Applies to Abbott districts only