



BRICK TOWNSHIP PUBLIC SCHOOLS

TITLE: Executive Director of Data Processing

QUALIFICATIONS:

1. Extensive experience in Project Management, Process Improvement, Network Management and Systems Administration
2. Experience with Team Leadership & Motivation, Purchasing & Vendor Negotiation, Hardware Maintenance & Repair
3. Demonstrated expertise in the use of Computers in Education
4. Master's Degree or Bachelor's Degree with adequate experience

REPORTS TO: Director of Special Projects

SUPERVISES: Technology Department Staff

JOB GOAL: To manage the implantation of technology in the educational programs of the District, and to coordinate the use of technology in grades K-12.

PERFORMANCE RESPONSIBILITIES:

1. To develop, in conjunction with administration, a district-wide master plan for the successful use of computers in education, and to prepare budgetary requirements for its successful implementation.
2. To organize and implement all computers related in-service programs for District staff
3. To provide the necessary training, including hands-on activities and demonstration lessons for teachers and administrators in the successful utilization of computer technology
4. To develop and maintain lines of communication with major distributors of educational technology that serves the educational needs of the school district.
5. To function as one of the key persons in the Department of Curriculum and Instruction in all matters relating to utilization of technology in education and to work cooperatively with the supervisory staff of the District to attain the goal of maximum efficiency.
6. To act as the liaison between the Central Data Processing Office and the Department of Curriculum and Instruction regarding the selection of hardware and software and long term planning.
7. To perform such duties and tasks as directed by the Superintendent or Director of Special Projects.

TERMS OF EMPLOYMENT:

This job description shall be consistent with the terms and conditions of employment as set forth with the Brick Township Board of Education

EVALUATION:

Evaluation of job performance will be determined by the Superintendent, Director of Special Projects or his/her designee

