JOB TITLE: IT Specialist – Project Manager
REPORTS TO: Superintendent
SUPERVISES: IT Network and Infrastructure

NATURE AND SCOPE OF JOB:
Provides technical support to school staff and students for both network hardware and software. Administrator of on site and cloud-based information systems for all government reporting. Coordinate, develop, update, and implement the district's technology plan. Must be able to work independently, highly organized, detail oriented, generate creative solutions, and self-monitoring of personal performance, while focusing on staff and students' needs, providing solutions in a timely and sensitive manner.

QUALIFICATIONS: IT Specialist – Project Manager shall:

- BA or BS Degree with formal training in Computer Science/Information Technology or equivalent experience
- Min of five (5) years of experience in the development, implementation, and maintenance of, multi-user Local Area Networks (LAN), and/or Wide Area Networks (WAN) environments.
- Have at least Four (4) years of Project management and Purchasing experience.
- Demonstrate excellent leadership organizational skills and the ability to motivate people.

JOB DESCRIPTION: IT Specialist – Project Manager

- Plan the development, installation, and maintenance of a district wide electronic information system.
- Assist in the development and coordination of the sections of the budget that relates to technology.
- Administrator of the following systems: Network Hardware and software, G Suite Enterprise for Education, Realtime SIS, NJ Homeroom, NJ Smart, E-Rate, Relay web filter, Safeschools, Alarm Security, School Website.
- Act as the NJSLA Technology coordinator to manage student data for testing.
- Maintain and updates the district's website.
- Maintain and administer schools' phone, all call nonfiction and Megan's law Emergency 911 systems, Alarm Security.
- Evaluate, purchase and installation of servers, switches, routers, firewalls, UPS, workstations, laptops, printers, and peripherals, preparing them for use, including recycling.
- Provide technical support, including testing and troubleshooting workstations, laptops, printers, Promethean / SmartBoard interactive system and peripherals; contacting vendor support as required.
- Install, test, and troubleshoot software applications (instructional and administrative), being conscious of software requirements, license restrictions, and end- user needs.