



CHIEF INFORMATION & TECHNOLOGY OFFICER

QUALIFICATIONS:

1. Bachelor's degree in business, Computer Science, or any equivalent combination of education and experience
2. 10 or more years of experience in maintaining large network environments that had 1000 computers or more
3. A comprehensive understanding of secure network design and executing the processes and procedures for assessing networks periodically
4. Experience in administrative and/or educational software management
5. Ability to communicate effectively with various levels of administration
6. The ability to assign specific tasks to network technicians and a method to follow up with them to ensure the task has been completed successfully and what their findings were
7. Experience working with network operating systems and management tools, various technology devices used in an educational environment
8. Knowledge of software design methodologies
9. Experience with the management of information systems
10. Ability to update personal knowledge of cutting-edge technology, to choose those advances that will enhance the educational environment, and to recommend changes in the utilization of technology
11. Excellent oral and written communication skills, including the ability to explain complex technical and quantitative material to general audiences
12. Required criminal history background check and eligibility to work in the United States
13. Valid New Jersey Drivers' License
14. 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)
15. Must be able to perform the essential functions of the position satisfactorily; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
16. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent of Business Operations

JOB GOALS:

The Chief Information Technology Officer (CITO) oversees the strategic planning, implementation, enterprise security, and management of information technology and digital



services across the school district. The CITO ensures that the district's technology meets its infrastructure's best practices and security standards, supports the educational and operational objectives, enhances teaching and learning experiences, and aligns with its mission and goals.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but are not limited to, the following:

1. Ensure the district's infrastructure is well designed, implement network security policies and procedures, and develop plans and procedures to provide invulnerable local and offsite server backups
2. Develop district technology continuity plans, data recovery procedures, and emergency checklists to address various issues that may arise, including a network intrusion and/or ransomware attack
3. Develop a method to collect and assess information from a variety of network logs to identify suspicious activity
4. Plan, coordinate, and manage the development, implementation, and evaluation of short and long-range plans in the use of administrative and instructional technology in all district operations
5. Periodically provide a process and method to assess the Active Directory server contents and configuration as well as the network enterprise-wide
6. Provide a process for implementing new virus mitigation software, EDR, and MDR and monitoring endpoints and alerts.
7. Provide instructional computing support, including:
 - a. Final approval in collaboration with the Director of Instructional Technology for the acquisition and implementation of both multimedia and non-multimedia software meant to be used in instruction;
 - b. The design and setup of cabling systems, equipment, and software as they relate to the transmission of audio-video equipment for instructional purposes;
 - c. As requested by instructional and administrative users, the provision of consulting services and assistance with instructional computing issues.
8. Monitor the acquisition and deployment of technology in all district locations
9. Supervise the planning, management, and coordination of the overall training of all district technology staff in the use of new technologies
10. Assist with the development of the district and school technology budget
11. Review, update, and present district technology policies and regulations to the Board policy committee to keep Board policies and regulations aligned with best practices
12. Supervise Central Office IT staff and provide administrative staff with technology information
13. Identify potential areas of improvement achievable through new and improved systems and identify significant trends
14. Capacity Planning: Analyzes facilities (Bldgs. & District) bandwidth requirements and



- system interdependencies. Develops capacity planning models to ensure district-wide testing. Assess network performance to ensure that it meets the present and future needs of the district
15. Review requests for additional IT services and identify impacts on current and planned resources
 16. Evaluate and assess proposed systems, evaluate new hardware and software technology, and assess applicability to requirements of the organization
 17. Report to the Assistant Superintendent of Business Operations regarding equipment resources and identify significant trends
 18. Interface with consultants, vendors, and other agencies as they relate to the responsibilities of this position
 19. Plan, coordinate, and manage the development and maintenance of the district website
 20. Maintain district security technology (email, telecommunications/video/access/fire/theft) in collaboration with the Manager of Buildings & Grounds and the Manager of Security
 21. Provide the district with captured video and data retrieval to assist with legal matters
 22. Compliance & Data Recovery with all applicable federal, state, and local laws, regulations, and ordinances, which includes working with city, state, and federal law enforcement departments, attorneys, and prosecutor's offices
 23. Maintain inventory of hardware, software, and license agreements
 24. Maintain records and reports as required
 25. Assist with publicizing district technology efforts and accomplishments
 26. Collaborate as needed with the Director of Instructional Technology to ensure all software and technology platforms are essential for the success of the Township of Union Public Schools
 27. Ensures that an updated technology Incident Response Plan and Disaster Recovery Plan is continually maintained for the district
 28. Ensures that the district submits for E-Rate reimbursement
 29. Attend Board of Education meetings when requested
 30. Perform duties as assigned by the Assistant Superintendent of Business and Operations

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 may be required for 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



Township of Union Public Schools

Job Description

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

APPLICATION PROCEDURE: Qualified applicants are invited to file applications and credentials via [Applitrack](#)

TERM OF EMPLOYMENT: Twelve-month work year

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

SALARY RANGE: Unaffiliated/based on background, training, and experience

Approved by: Township of Union Public Schools

Date:

Revised: