

BRADLEY BEACH ELEMENTARY SCHOOL

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Mrs. Morgan Maclearie-Gonzalez
Supervisor of Curriculum/Instruction

Mrs. Alison Zylinski
Director of Special Services

NOTICE OF VACANCY

JOB ID# 62024

The Board of Education invites applications from qualified candidates for the following position:

2024-25 SCHOOL YEAR

Information Technology Coordinator

Location: Bradley Beach Elementary School District

Position Type: Full-time

Reports To: Superintendent / Principal

Salary Range: \$82,000 - \$94,000 (Based on experience, technical certifications, and education)

Job Summary: The Information Technology Coordinator will oversee and manage all aspects of technology within the school district, ensuring that the technology infrastructure and systems support the educational and administrative needs of the school. This includes managing the school's phones, system infrastructure, student Chromebooks, NJSMART, data for testing, hardware support, and inventory management.

Key Responsibilities:

- 1. Technology Infrastructure Management:**
 - Oversee the installation, configuration, maintenance, and troubleshooting of the school's hardware and software systems.
 - Manage and maintain the school's network infrastructure, including servers, routers, switches, and wireless access points.
 - Ensure the security and integrity of the school's data and IT systems through regular updates, backups, and security protocols.

2. **Device Management:**
 - Manage the deployment, maintenance, and troubleshooting of student and staff devices, including Chromebooks, desktops, laptops, tablets, and other technology equipment.
 - Develop and implement a plan for the regular updating and upgrading of devices to ensure optimal performance.
3. **Technical Support:**
 - Provide technical support and training to staff and students for all technology-related issues and queries.
 - Develop and maintain documentation and resources for users to troubleshoot common issues independently.
4. **Telecommunications Management:**
 - Oversee the school's phone systems, ensuring they are functional and meet the communication needs of the school.
 - Coordinate with service providers for the maintenance and troubleshooting of phone systems.
5. **Data Management and Reporting:**
 - Assist with NJSMART data reporting, ensuring accurate and timely submission of required data.
 - Manage data systems for student testing, including setup, troubleshooting, and data analysis.
6. **Strategic Planning and Implementation:**
 - Develop and implement the school's technology plan in alignment with the educational goals and budget.
 - Stay updated with the latest technology trends and best practices in education to recommend and implement new technologies and systems.
7. **Vendor Management:**
 - Coordinate with external vendors and service providers for technology purchases, maintenance contracts, and service agreements.
 - Ensure that all technology purchases and services comply with district policies and budgetary constraints.
8. **Hardware Support and Inventory Management:**
 - Maintain an accurate inventory of all technology equipment, ensuring proper tracking, labeling, and documentation.
 - Manage the procurement, storage, and disposal of technology hardware in accordance with district policies.
 - Perform regular audits of technology assets to ensure accountability and proper usage.
9. **Professional Development:**
 - Conduct regular training sessions for staff on new technologies, software applications, and best practices.
 - Provide ongoing professional development opportunities to ensure staff are proficient in the use of technology in their roles.

Qualifications:

- Bachelor's degree in Information Technology, Computer Science, or a related field preferred.
- Minimum of 3 years of experience in IT management, preferably in an educational setting.
- Strong knowledge of network infrastructure, hardware, and software systems.
- Proficiency in managing and troubleshooting a variety of devices, including Chromebooks, laptops, desktops, and tablets.
- Experience with NJSMART data reporting and student testing data systems.
- Excellent problem-solving skills and the ability to work independently and as part of a team.
- Strong communication skills, both written and verbal, with the ability to train and support non-technical users.
- Knowledge of cybersecurity best practices and data protection regulations.

Working Conditions:

- The role requires regular interaction with students, staff, and external vendors.
- May require occasional evening or weekend work to perform updates, maintenance, or support during emergencies.

Posted: June 20, 2024

Please send letter of interest and resume to: mheidelberg@bbesnj.org

The Bradley Beach Board of Education is an Equal Opportunity Employer, and has an Affirmative Action Program. Each otherwise qualified person shall be offered equal access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, religion, creed, marital status, national origin, ancestry, age, political affiliation, affectional or sexual orientation or sex, armed forces, liability, disability, social or economic status. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

EOE/AA