

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:

COORDINATOR / TEACHER OF TECHNOLOGY

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate with appropriate endorsement.
2. Meets, as required, federal Highly Qualified Teacher Standard.
4. Knowledge of current best practices in the field of Educational/Instructional Technology
5. Experience in a network environment.
3. Demonstrated knowledge of effective teaching methods; ability to integrate technology for developmentally appropriate classroom activities.
4. Ability to create a positive learning environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Principal

JOB GOALS:

To contribute to the infusion of educational technology into the classrooms by providing highly motivating, professional leadership in all areas of educational/instructional technology planning and technology resource management; to assist in the management of student performance data to improve instructional approaches and student outcomes.

To provide an approved instructional technology program and facilitate the integration of that program into the classroom, utilize educational technologies, and establish a school environment that fosters learning and personal growth; to help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with students, parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Serves as a liaison and resource to the administrative, instructional staff, and parents/guardians to provide the primary direction for integrating technology into the educational process.
2. Prepares and implements lesson plans for students to acquire skills required to the Common Core State Standards and New Jersey Core Curriculum Content Standards of Technological Literacy.
3. Develops, implements and periodically reports publicly on the district-wide technology plan.
4. Develops, coordinates and implements staff development programs to support the educational program.
5. Serves as a resource by providing appropriate materials and ideas for the classroom teacher to effectively use various technologies to enhance instruction.
6. Identifies pupil needs and collaborates with other professional staff members in assessing learning problems and developing strategies to promote academic, social and emotional progress.
7. Establishes a classroom culture for learning by creating an environment of respect and rapport.
8. Promotes an environment that provides for pupil safety and security. This includes, but is not limited to, establishing classroom procedures, managing student behavior and organizing physical space.
9. Utilizes professional and preparation time effectively.
10. Communicates with parents through conferences, web-based technologies, and other means to inform them about the school program and to discuss pupil progress.
11. Plans and coordinates the computer instruction program to insure a sequential curriculum and compliance with the Common Core State Standards and New Jersey Core Curriculum Content Standards of Technological Literacy.
12. Provides technology support to all district administrators.
13. Serves as the district's expert on current trends and research in educational/instructional technologies. Communicate relevant information to administrative, instructional and support personnel.

PERFORMANCE RESPONSIBILITIES (CONTINUED):

14. Serves as chairperson of the district's technology committee.
15. Creates and maintains detailed inventories of all classroom, computer lab, and media center computers and related technology equipment; develops technology procurement and replacement schedules.
16. Creates and maintains district educational software inventories and licenses by developing a process of evaluating all software and related materials prior to being purchased and by ensuring adherence to software licensing agreements.
17. Assists in developing district budgets related to technology/computer instruction by coordinating and centralizing the purchasing of equipment, software, and supplies by preparing and/or soliciting bid specifications and cost proposals for all technological equipment services.
18. Develops and maintains ongoing relationships with major vendors and entities in the private sector which might provide support for technology in the schools.
19. Seeks outside funding for educational/instructional technology through grants and/or in kind donations.
20. Registers user accounts for the teacher webpage portion of the district website, approves completed pages, monitors pages to insure compliance with published guidelines and supports the goal of 100% participation of teacher web pages.
21. Assists the superintendent in the development of information systems goals, including the long-range needs of the district.
22. Coordinates the scoring of district-wide assessments and the analysis and maintenance of district-wide assessment databases.
23. Assists in the development, implementation, analysis, and data-generating for district-wide assessments as directed by the building administrator.
24. Meets regularly with the Superintendent for the purpose of evaluating programs and making appropriate recommendations for deletion, addition, and/or modification of such programs.
25. Assists in preparing reports and/or district research projects, and responds to written and oral requests for information as deemed necessary by the Superintendent or designees.
26. Completes and submits necessary local, state, and federal reports.

PERFORMANCE RESPONSIBILITIES (CONTINUED):

27. Researches and develops web-enabled learning, district-wide bulletin boards, podcasting, web logs (blogs), web pages for teachers, and any other related technology developments to enhance the learning environment for students.
28. Performs other duties within the scope of his/her employment and certification as may be assigned by the building administrator.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation being determined in accordance with the appropriate negotiated agreement. Additional summer hours may be required as approved by the Board.

EVALUATION:

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

APPROVED:

September 27, 2012