

Union Township Public Schools

TITLE: Director of Instructional Technology

QUALIFICATIONS:

1. New Jersey Principal Certificate of Eligibility or Standard Certification required.
2. Classroom teaching experience with knowledge and practice of integrating technology in the classroom instruction for 3 or more years.
3. Must have a strong understanding of Google Workspace and Admin.
4. Apple Mac OS and Microsoft Windows experience required.
5. Knowledge of GoGuardian required.
6. Experience with the use and technological configuration of Chromebooks.
7. Strong communication skills.
8. Demonstrate strong organizational skills and multitasking abilities.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Superintendent and Assistant Superintendents of Schools

JOB GOAL:

To provide leadership, coordination, and innovation in the development of a district systemic program and building level programs that enables students and teachers to infuse technology in the instructional process.

PERFORMANCE RESPONSIBILITIES:

1. Initiates short and long range planning
2. Make recommendations for program development and implementation
3. Researches and informs with regard to trends in education and the application of instructional technology in the teaching and learning process
4. Assists in the development and implementation of technology professional development
5. Meet with school administrators, district support staff and teachers to determine learning or teaching functions which may be enhanced, supplemented, or optimized by the use of current or emerging technology

Director of Instructional Technology (CON'T)

6. Provide input for the district's educational technology plan in alignment with the district strategic plan and ensure its implementation inside the classroom.
7. Responsible for the management of the Google Admin Console, Google Workspace, and associated device software/hardware
8. Responsible for overseeing the implementation and management of district-wide digital resources
9. Serve on the District Technology Committee, District Curriculum Council and District DEAC Committee
10. Ensure appropriate integration of technology with the district's curriculum and the NJ Student Learning Standards
11. Oversee the implementation of the technology curriculum and the gifted and talented program and evaluate assigned staff
12. Monitor the integration of the Common Core and New Jersey Core Curriculum Content Standard for Digital Literacy in all disciplines
13. Provide surveys to evaluate and support the district's use of educational technology
14. Provide leadership and direction for the continued personal and professional improvement of technology support teachers; promotes "emergent leadership"
15. Observe and confer with teachers as prescribed by state, district and building policies and regulations
16. Prepare the summary evaluation and a meaningful professional improvement plan for each technology support teacher
17. Monitor the progress of each technology support teacher in addressing their professional improvement plan
18. Lead the staff in the continuous evaluation of Instructional Technology programs and improvements based on identified student needs, research findings and technological trends
19. Work in close partnership with the Superintendent, Administration, Staff, and Community leaders to develop and implement initiatives and programs which enhance our Students learning experience

Director of Instructional Technology (CON'T)

20. Help prepare and administer a budget, which reflects the technology plan, and supports curriculum and instruction for the district. Track all accounts on an ongoing basis, monitor spend and approve all instructional technology purchase orders
21. Work with Central Office to coordinate work of all technology support teachers with designing and regularly upgrading K-12 technology competencies
22. Annually evaluate and monitor the implementation of the district technology plan
23. Annually analyze the strengths and weaknesses of the school system's technology program
24. Work with the Central Office to investigate funding alternatives and financing options
25. Prepare and manage district wide budgets related to the purchase and maintenance of instructional hardware, software, and in-service training programs
26. Provide guidance and expertise in the purchase, implementation and maintenance of classroom hardware and software and the building and district data and curriculum and instruction technology resources. Check and evaluate price quotes received on Instructional Technology and Audio Visual equipment
27. Evaluate on an annual basis the overall usage and value add of existing/new instructional technology programs to determine if the contracts should be renewed
28. Identify, assess, and pilot new instructional technology hardware and software throughout the district
29. Advise building level supervisors on ways to improve technology implementation.
30. Provide additional duties as may be required by the superintendent

TERMS OF EMPLOYMENT: Twelve (12) month contract consistent with Central Office agreement.

PERSONAL EVALUATION: Based on the performance of the responsibilities identified in this position description and other criteria listed in Board policy

Approved by:

Date:

Revised: