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# Union Township Public Schools

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**TITLE:** Assistant 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 with 3 or more years.
3. Must have Google Education Level 1 certification and an understanding of Google 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 multi-tasking 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:** Director of Information Technology, Superintendent and Assistant Superintendents of Schools

**JOB GOAL:**

Provides input in the development of a district systemic and building level programs that enables students and teachers to infuse technology in the instructional process.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides resource information relating to new techniques and practices that relate to the use of technology and that enable students to use technology as a learning tool.
2. Assists in the development and implementation of technology professional development.
3. Troubleshoots hardware and software problems, and recommends repairs as needed.

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4. Provide input for the district's educational technology plan and ensure its implementation inside the classroom.
5. Serve on the ACTION/district's technology committee, District Curriculum Council and District DEAC Committee.
6. Ensure appropriate integration of technology with district's curriculum and the NJ Student Learning Standards.
7. Oversee the implementation of the technology curriculum and the gifted and talented program and evaluate assigned staff.
8. Monitor the integration of the Common Core and New Jersey Core Curriculum Content Standard for Digital Literacy in all disciplines.
9. Provide surveys to evaluate and support the district's use of educational technology.
10. Keep instructional staff informed about technological advances.
11. Model for teachers the integration of instructional technology.
12. Provides leadership and direction for the continued personal and professional improvement of technology support teachers; promotes "emergent leadership".
13. Performs in the same capacity as building principal or director in their absence.
14. Observes and confers with teachers as prescribed by state, district and building policies and regulations.
15. Completes staff observations in all content areas.
16. Prepares the summary evaluation and a meaningful professional improvement plan for each technology support teacher.
17. Prepares an evaluation for each technology office staff member.
18. Monitors the progress of each technology support teacher and technology office staff member in addressing his professional improvement plan.
19. Assume other duties and responsibilities as assigned by the Director of Information Technology to elevate the use of technology within the school district.
20. Lead the Staff in the continuous evaluation of Information Technology program and improvements based on identified student needs, research findings and technological trends.

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21. Work with the Assistant Superintendent and members of the School District's Technology Committee to coordinate efforts on the Integration of Information Technology solutions into the Curriculum, including the development of a K-12 Core Competency Information Technology Curriculum
22. 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.
23. Provide leadership and set clarity of direction for all IT operational activities within the School District.
24. Keep Assistant Superintendent informed of activities and needs of the technology program and office.
25. 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 technology purchase orders.
26. Work with Assistant Superintendent to coordinate work of all technology support teacher with designing and regularly upgrading K-12 technology competencies.
27. Annually evaluate and monitor the implementation of the district technology plan.
28. Annually analyze the strengths and weaknesses of the school system's technology program.
29. Work with the Assistant Superintendent to investigate funding alternatives and financing options.
30. Prepare and manage district wide budgets related to the purchase and maintenance of hardware, software, the network and in-service training programs.
31. 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 Information Technology and Audio Visual equipment.
32. Advise building level supervisors on ways to improve technology implementation.

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**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: