

SECTION CENTRAL ADMINISTRATION
AREA CERTIFICATED PERSONNEL
TITLE SUPERVISOR OF INSTRUCTIONAL TECHNOLOGY

QUALIFICATIONS:

1. Supervisor and Instructional Certificates
2. Strong Communication Skills
3. Expertise in current technology and its application to classroom instruction.
4. Ability to design and implement staff development programs for instructional and administrative staff.
5. Ability to work collaboratively with individual teachers across disciplines as well as with teacher teams.
6. Such additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Supervisor of Educational Technology reports to the Superintendent or designee.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

Shall maintain line and staff authority in accordance with the District Organization Chart, Policy 2111.

JOB GOAL:

The Supervisor of Instructional Technology, guided by the Board of Education policy and administrative rules of the Superintendent or designee, shall lead the implementation, collaboration, and guidance of technology into instructional practices. The supervisor shall provide the leadership to develop, coordinate, and evaluate instructional methods that align to district curriculum through modeling lessons, leading and organizing professional development, advising and aiding instructional staff members and other staff with regard to the use of technology for learning by students, faculty, and staff.

TERMS OF EMPLOYMENT:

Ten (10) or Twelve (12) month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

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

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership in the following areas:
 - a. Ensure appropriate integration of technology with district's curriculum and technology.
 - b. Oversee the district's technology curriculum and monitor its implementation.
 - c. Monitor the integration of the Common Core and New Jersey Core Curriculum Content Standard for Digital Literacy in all disciplines.
 - d. Evaluate and support the district's use of educational technology.
 - e. Keep staff informed about technological advances.
 - f. Model lessons for instructional staff.
 - g. Evaluate and support the district's use of educational technology.
 - h. Make recommendations to the Administration regarding effective instructional uses of new technologies.
2. Provide professional development programs for instructional staff, including designing and implementing in-service modules focusing on the integration of technology with daily instruction.
3. In conjunction with the coordinating supervisors and buildings administrators, develop and implement interactive teaching experiences.
4. Research, review, and evaluate new technology and instructional methods integrating technology for effective learning.
5. Supervise and evaluate the computer and technology teachers, media specialists at all schools, and other instructional and staff members as assigned.
6. Review and analyze student performance data.
7. Provide input for the district's educational technology plan and ensure its implementation inside the classroom.
8. Serve on the district's technology committee(s).
9. Provide input and feedback regarding Board and district policy, communicate with instructional staff on all policy changes. Ensure staff is in compliance with all legal requirements regarding the use of educational and Acceptable Use policies.
10. Monitor and manage budgetary accounts as assigned.
11. Work in collaboration with the Director of Technology and other administrative leadership staff.
12. Assume other duties and responsibilities incidental to the office or as assigned by the Superintendent of designee.