



SECTION 2120
CATEGORY Instruction
SUB-CATEGORY Instructional Technology Specialist

QUALIFICATIONS:

1. New Jersey State Certification with appropriate endorsements.
2. Exceptional writing, oral, interpersonal, and analytical skills.
3. Knowledge of New Jersey Student Learning Standards (NJSLS) and International Society of Technology in Education (ISTE) Standards.
4. Knowledge of best practices of technology integration and Substitution, Augmentation, Modification, and Redefinition (SAMR) model.
5. Knowledge and experience with personal computers; such as, Apple, Windows, ChromeOS, iPads.
6. Valid New Jersey driver's license. Must be able to provide own transportation for travel between district schools and offices.
7. Knowledge of applicable laws, regulations, and procedures.
8. Required criminal history check and proof of US citizenship or legal alien status.
9. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

REPORTING RESPONSIBILITIES

The Instructional Technology Specialist reports to the Supervisor. He or she works in collaboration with Directors, Assistant Superintendents, and the Superintendent, as appropriate.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

The Instructional Technology Specialist shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

JOB GOAL

The Instructional Technology Specialist, in accordance with Board policy and New Jersey Statute and guided by the Board-approved curriculum and goals as well as the administrative rules of the Superintendent, the Assistant Superintendents, and the Director of Curriculum, is responsible for teaching assigned students.

TERMS OF EMPLOYMENT

Contract consistent with the agreement negotiated with the applicable bargaining unit.



PERSONAL EVALUATION

The Instructional Technology Specialist shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: Building Administrator(s), Supervisor(s), the Director of Curriculum, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Personnel, the Assistant Superintendent for Special Services, and/or the Superintendent, at least twice a year if tenured and at least three times a year if non-tenured. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES

I. Instructional Technology Specialist

1. Collaborates with colleagues to accelerate teachers' professional learning through mutually enriching, healthy relationships.
2. Encourages and supports teacher initiative and innovation.
3. Facilitates meetings, training opportunities, and professional development for teams of teachers.
4. Oversees the integration of technology into daily instruction.
5. Collaborates with staff to plan lessons, identify resources and integrate technology.
6. Meets with teachers to identify and support individual needs and offer suggestions for the use of instructional techniques and strategies.
7. Coordinates opportunities for staff members to observe instruction.
8. Observes classes taught by teachers to evaluate the overall progress of the class and make suggestions on how to improve technology integration.
9. Models and co-teaches lessons for teachers.

II. Technical Responsibility

1. Makes the initial contact to diagnose and repair equipment issues with hardware, software, or other classroom tools.
2. Addresses technology-related questions, problems, or concerns.
3. Manages instructional inventory.
4. Distributes and collects equipment as needed.
5. Updates and maintains equipment.

III. Curriculum, Instruction, and Assessment

1. Implements the district's goals, objectives, and policies, and the state's goals and requirements.
2. Implements personal, building, and department goals.
3. Creates lessons and instructional opportunities for teachers taking into consideration the planning process, classroom environment, and instructional needs of the students.
4. Assesses student progress through the utilization and interpretation of district and state test data and makes suggestions to modify the instructional program accordingly.
5. Recommends to the immediate supervisor updates to or changes in policies and/or procedure relating to the implementation of the educational program in the school.
6. Creates a positive image of the school and promotes the best learning and teaching climate possible.
7. Contributes to the curriculum review process.



IV. Professional Development

1. Utilizes the evaluation process for self-reflection and personal growth.
2. Participates in articulation between the primary, intermediate, middle, and high school programs.
3. Attends district-sponsored professional development opportunities.
4. Participates in building and department meetings.
5. Seeks professional development opportunities outside of the school district for areas of professional interest or need.

V. District/Building Procedures

1. Follows policy and procedures related to school safety practices.
2. Monitors administration of assessments to ensure that students are following procedures as outlined as well as maintaining security and confidentiality for all assessments.
3. Attends special events held to recognize student achievement, and school-sponsored activities, functions, and events connected to the position.
4. Implements Board policy as outlined.

VI. Communication

1. Attends meetings at the department, school, and district levels.
2. Works closely with administrators and guidance department staff regarding student scheduling problems, changes, and student progress.
3. Communicates concerns to the appropriate administrator.

VII. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Electronic Communications between Teaching Staff Members and Students – 3283
 - e. Sexual Harassment – 3362

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2019 April 30