

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## Job Description

### INSTRUCTION/CURRICULUM

### Administrative Regulations

**TITLE:** Instructional Technology Facilitator

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and specific training and matriculation in a certified technology program.
2. Minimum experience-classroom experience in implementing technology in an educational setting
3. Effective problem-solving, human relations, and communication skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent of Schools / Building Principal

**JOB GOAL:** This individual provides training and support to the staff on technology integration and facilitates on-site training in the instructional utilization of instructional technology resources purchased by the district. The employee assists with identifying, acquiring, and maintaining software and in the implementation of the building technology plans.

**PERFORMANCE RESPONSIBILITIES:**

1. Planning and Facilitating Teaching and Learning
  - Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology.
  - Models the integration of technology in all curriculum areas.
  - Facilitates school participation in technology programs and activities.
  - Conducts staff development training in the areas of technology when needed.

- Provides leadership in the school's use of instructional technology resources to enhance learning.
- Adheres to staff Professional Development Plan in implementing technology activities.

## 2. Planning and Facilitating Information Access and Delivery

- Implements best practices related to technology use in the school program based on research, pilot programs, and state/national standards.
- Works with the principal and Curriculum Director to provide access to technology resources and services of the technology facilitator when needed.
- Works with teachers and staff in the selection of resources that are compatible with the school technology infrastructure.
- Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources.
- Serves as the school contact for addressing software issues.

## 3. Planning and Facilitating Program Administration

- Collaborates with Team Leaders, Curriculum Director, and teachers to evaluate and select resources addressing curricular needs and learning goals.
- Plays an integral role in the school's budgetary process to ensure funding for the instructional technology program.
- Leads in the ongoing evaluation of the effectiveness of the instructional technology program.
- Prepares and submits accurate reports as required.

### TERMS OF EMPLOYMENT:

Salary and work year to be determined 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 of certified staff.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVISED: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Legal References:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:27-10</u>	Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A. 18A:37</u>	Discipline of students
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-13.14</u>	School library media specialist
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of non-tenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L.... 107-110, 20 U.S.C.A. 6301 et seq.