

PROFESSIONAL STAFF POSITION

TITLE: Director of Technology and Assessment

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Formal training or relevant experience with computer technology and networked information systems
3. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
4. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
5. Demonstrated leadership in testing, test data analysis, statistics, school improvement, program development, curriculum integration and application of technology across the curriculum
6. Training in statistics, testing, data collection and data analysis
7. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
8. Ability to plan, organize and administer a district-level professional development program
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent

SUPERVISES: All technology personnel, testing coordinators and instructional staff as assigned.

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology. To provide leadership in the collection, analysis and use of test data in order to improve the content and delivery of the district's PK-8 curriculum. Oversee the screening and testing of Gifted and Talented students.

PERFORMANCE RESPONSIBILITIES:

Technology

1. Works with principals, directors, supervisors and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
3. Works cooperatively with the Director of Curriculum and Instruction and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
4. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
5. Evaluates the district's technology plan and education program; recommends changes as appropriate.
6. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
7. Cooperates with central office administrators and school principals in the development of a district-wide electronic information system and provides technical assistance, as needed.
8. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
9. Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.
10. Assists in the development and coordination of the sections of the budget that relate to educational and support technology.
11. Supervises the district libraries, media centers and technology laboratories.

Curriculum and Instruction

1. Works with principals, directors, supervisors and teachers to use test data to improve the content and delivery of the school curriculum.
2. Assists in the implementation of the district's in-service education program for the instructional staff, specifically concerning the use of test data to identify student learning deficiencies and to improve academic outcomes.
3. Recommends to the superintendent the addition of new programs, activities and software to upgrade the district's ability to use test data to improve curriculum and learning.

Reports

1. Produces bulletins or guides on testing and test data to be distributed to the staff as required.
2. Prepares reports on test results of individuals, classes, grade levels, schools and the district, including use of graphs and charts to make results understandable; reports will often include conclusions and recommendations for action.
3. Contributes sections to reports such as annual reports required by the NJDOE and US Dept of Education, assembling and accurately analyzing test data in a timely fashion in order to meet reporting requirements and deadlines.

Meetings and committees

1. Schedules and organizes meetings in order to improve horizontal and vertical continuity and articulation by use of test data to guide the instructional program of the schools. Answers questions and instructs other District personnel regarding procedural requirements in the use and application of specific sections of the student data base.
2. Supports the planning and presentation for a series of meetings each year for the purpose of explaining the use of test data to the board of education and to the parents and public at large.

Constructive Interaction with staff

1. Cooperates with the school counseling services director, principals and staff in the use of test data to plan the instructional program and support services for special education pupils and other students with special needs.
2. Meets on a regular basis with faculty and staff for the purpose of using test data to guide the implementation of the district curriculum.
3. Assists in the administration of testing.
4. Makes determinations such as reasonable accommodations under a student's IEP during test-taking, in order to assist teachers in administering tests.
5. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.

Information and resources

1. Maintains a reference library on testing and test data analysis for the use of the staff and collaborates with principals and teachers. Stays current with information and NJDOE guidelines.
2. Secures and makes available to the staff samples of various testing series and software.
3. Recommends acquisition of testing software to the superintendent for adoption by the board of education.
4. Keeps abreast of and interprets to the staff the current research in the area of testing and analysis of test data to improve teaching and learning.
5. Maintains the confidentiality of individual student test results.

6. Maintains the security of district records.

Other

1. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools in support of the district Gifted and Talented program.
2. Works diligently to maintain the integrity of the district's testing program, including investigation of information such as erasure data that can indicate problems in test data integrity.
3. Creates and implements a system that provides a secure chain of custody for testing materials in order to maintain the integrity of the testing program and test results.
4. Assists in the development and coordination of the sections of the budget that pertain to use of test data to improve curriculum and instruction.
5. Performs other duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT:

Twelve months. Salary to be determined by the board through negotiations with the Freehold Administrators Association.

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.