



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Technology/Data Mentor

(Approved: 7/21/2014)

Qualifications:

1. Bachelor's degree required
2. Hold or be eligible to hold a New Jersey Teaching Certificate
3. Hold appropriate endorsements
4. Demonstrates effective technology skills and understanding of *Framework for 21st Century Learning*
5. Have an comprehensive understanding of content, use of technology in the classroom, and data collection & analysis
6. Committed to professional collaboration with staff and administration for the advancement of district initiatives

Scope of Responsibility:

To promote the district's effort to advance by providing training and support to teachers and school leaders on the use of data and technology to improve student achievement

Reports to:

Chief Academic Officer and/or designee

Performance Responsibilities:

1. Works with teachers and school leaders to guide district initiatives at the classroom, school and district level
2. Develops instructional technology solutions and related training materials (i.e. webinars) for the purpose of providing users with the skills needed to effectively meet the needs of students
3. Collaborates with teachers and school leaders and provides in-service training and professional learning workshops
4. Collaborates with teachers and school leaders to design and prepare district developed tools to enhance the implementation of programs and technology, assessments, and learning environments that meet student programs and district objectives
5. Models the effective use of technology integration strategies
6. Works with staff to understand the appropriate times to integrate technology and the appropriate times to refrain from technology integration
7. Work in partnership with school leaders and assists in school improvement initiatives
8. Other related duties as assigned
9. Understand and implement employee contracts.
10. Any additional responsibilities as requested/required by the Board or statute.

Employment conditions:

Contract year:	September 1 to June 30
Job Family	Schedule: B, Class: D
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy