

JOB DESCRIPTION

- TITLE:** **DIRECTOR OF INFORMATION & TECHNOLOGY INTEGRATION**
- QUALIFICATIONS:**
1. Minimum Masters Degree from an accredited institution
 2. Principal Certificate preferred; Supervisor Certificate considered
 3. Strong written and oral communication skills
 4. Teaching experience
 5. Knowledge of and experience in the use of technology in an educational setting
 6. Ability to use multi-platform computers, networks (LANs, WANs, etc.), telecommunications and related technological equipment
- REPORTS TO:** Assistant Superintendent Curriculum & Instruction
- SUPERVISES:** Supervisor(s)/Teacher(s) as assigned & District Technology Department
- JOB GOALS:** The Director of Information & Technology Integration will provide leadership and vision with respect to educational technology and the integration of technology for/with instruction. S/he will oversee all aspects of the district's information technology functions including software and network applications, technology services, technical training, and the computer science/technology curriculum. S/he will ensure accurate submission of state reporting and efficient execution of state testing.
- PERFORMANCE RESPONSIBILITIES INCLUDE:**
1. Serve as district leader in the integration of instructional technology.
 2. Serve as the district leader in implementing student and administrative management programs.
 3. Ensure compliance with all policies, regulations and procedures related to technology.
 4. Evaluate certificated and non-certificated faculty and staff.
 5. Provide leadership for faculty and staff on the ethical and moral uses of technology.

6. Assist in the development, with other administrative and professional staff, procedures for the assessment of student progress and the attainment of curriculum objectives related to technology.
7. Chair the district technology committee.
8. Assume responsibility for developing and executing the District Technology Plan, developing and overseeing the district's Acceptable Use Policy, and all procedures and protocols for technology use.
9. Ensure proper professional development for non-instructional staff.
10. Ensure an appropriate professional development program for the inclusion of technology in all areas of the instructional program at all grade levels.
11. Stay abreast of new technologies and make recommendations for future programs and purchases by attending conferences and maintaining memberships in technology-related professional organizations.
12. Explore and act upon alternate sources of funding for technology initiatives.
13. Serve as district state testing coordinator.
14. Serve as point-person for submission of state reporting, including but not limited to, NJ SMART.
15. Provide guidance and expertise in the purchase, development, and maintenance of a networked database system for administrative functions.
16. Develop, manage, and account for the technology budget.
17. Coordinate all technology hardware and software purchases and ensure inventories are maintained.
18. Ensure proper maintenance and repair of computer hardware.
19. Ensure the efficient management of district technology resources through the appropriate labeling, inventory, and monitoring of such assets.
20. Network with personnel in other educational institutions and in industry.
21. Assume other duties as requested by the Assistant Superintendent. The responsibilities of the Director of Information Technology Integration are

not limited to this job description and may change as district needs change.

TERMS AND CONDITIONS OF EMPLOYMENT:

12 months
Non-Affiliated

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of administrative personnel and this job description