RANDOLPH TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Technology Integration Coordinator

REPORTS TO: Superintendent / Designee

QUALIFICATIONS:

1. Possess at a minimum a New Jersey Supervisor Certificate.
2. At least three (3) years of successful teaching experience.
3. Master's degree in educational technology (or equivalent).
4. Experience in implementing and supporting best practices in educational technology integration and personalized, research-based digital learning applications that improve teaching and student achievement.
5. Demonstrated ability to develop long-range plans for technology application in schools and conduct related budget analysis.
6. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

This role serves as one of the educational leaders responsible for integrating technology across the PreK-12 curriculum. This role is primarily focused on improving the instructional program and inspiring a shared vision of purposeful change that maximizes the use of digital-age resources to meet and exceed technology-enhanced learning goals. This role helps build a strong digital school culture aligned with 21st-century learning goals and contributes to the professional learning program.

ESSENTIAL JOB FUNCTIONS:

1. Leadership and Vision: Inspires and facilitates a shared vision of purposeful change that maximizes the use of digital-age resources.
2. Technology Integration: Works with K-12 staff to integrate instructional technology into classrooms to enhance student learning.
3. Professional Development: Supports staff development to ensure effective use of instructional technology through supervision, teacher evaluation, professional development, modeling, and coaching.
4. Systemic Planning: Engages in systemic planning and communication with all stakeholders to support technology integration and applications.
5. Supervision: Supervises staff responsible for educational technology integration across all curricula, conducts formal classroom observations, and provides evaluations of staff as assigned by the Superintendent of Schools and/or their designee.
6. Digital School Culture: Helps build a strong digital school culture aligned with 21st-century learning goals and contributes to the professional learning program.

8. Device Rollout Support: Supports the smooth rollout of staff and student-issued devices through the design and implementation of professional learning on digital citizenship, internet safety, and sound technology infusion into instructional practices.
9. Collaboration and Communication: Supports collaboration and communication among school and district staff and administrators through the design and management of electronic interaction venues.
10. Cataloging Apps and Programs: Leads the process of cataloging district-approved apps, programs, platforms, and subscriptions for secure and easy access.
11. Professional Learning Systems: Designs, researches, and promotes the use of systems to enhance and recognize professional learning.
12. Training and Innovation: Works collaboratively with colleagues to train administrators and staff on district-approved technology platforms and applications, promoting innovation and fostering purposeful, meaningful, and creative methods for technology integration.
13. Vetting New Technology**:** Partners with building and district administrators and staff on vetting new technology and programs for consideration into the district.
14. Collaboration with Central Office: Works with central office administrators, building administrators, supervisors, and teachers in developing and implementing best practices for digital learning/educational technology that support district educational goals.
15. Evaluation and Recommendation: Studies, evaluates, and recommends new digital learning materials, methods, and programs, as well as the purchase of computer hardware, software, and other instructional technology tools.
16. Professional Development Planning: Assists in the planning and implementation of the district's professional development program for instructional staff; seeks and shares information about professional growth activities related to educational technology.
17. Implementation Support: Cooperates with central office administrators, building administrators, and supervisors in the implementation of district-wide electronic information systems/instructional technology programs, and provides technical assistance as needed.
18. Technology Observation and Feedback: Observes the use of technology applications within lessons and provides feedback regarding effectiveness in relation to student learning, special education accommodations, and discipline-specific pedagogies.
19. Professional Participation: Participates in the work of county, state, and national educational technology organizations and groups; stays up to date on research in the field and maintains educational technology skills, including Microsoft and Google Education trainer status.
20. Software Catalog Maintenance: Maintains a catalog of available instructional software and works cooperatively with administrative staff to provide access to appropriate software for teacher and student use.
21. Additional Duties: Perform other duties within the scope of employment and certification as may be assigned by the Superintendent of Schools and/or their designee.

WORK YEAR:	Eleven-month employee (10+1 schedule)
BARGAINING UNIT:	Non-Affiliated Administrator
DATE APPROVED:	June 5, 2025
APPROVED BY:	Board of Education