

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**TECHNOLOGY/COMPUTER CENTER
5046 - Technology Integration and
Program Specialist
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JOB TITLE: TECHNOLOGY INTEGRATION AND PROGRAM SPECIALIST

REPORTS TO: Director of Business Applications

NATURE AND SCOPE OF JOB:

The Technology Integration and Program Specialist provides technical support in the implementation and evaluation of all systems related to Business Applications group, under the direction of the Director of Business Applications. The Technology Integration Program Specialist shall assist with coordinating the development, integration, and implementation of the various systems and processes critical to the success of the Technology Department. This position works collaboratively with the administrative and instructional staff and communicates effectively with members of the community, and colleagues.

QUALIFICATIONS:

The Technology Integration and Program Specialist shall:

1. Hold a bachelor's degree from an accredited college or university
2. Have at least eight (5) years of experience in PC based software/hardware and system integration.
3. Be able to train district administrators in the use of the districts enterprise systems inclusive of Chromebooks use and/or other mobile device with internet access.
4. Be able to utilize online data collection tools to produce reports, store data for future use, and aggregate data as needed.
5. Can retrieve information from employee system, student information system, assessment software, and integrate for reporting purposes.
6. Have a working knowledge of the Microsoft and Google Suites.
7. Demonstrate excellent problem-solving, analytical, organizational, and human relations skill, as well as the ability to motivate others.
8. Demonstrate the ability to implement and coordinate long term projects.
9. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

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11. Hold other such credentials or alternatives to the above found to be acceptable equivalents.
12. Have excellent organizational, interpersonal, and communication skills.
13. Have ability to handle and prioritize multiple tasks.
14. Have ability to analyze problems, as well as recommend and implement workable solutions.
15. Demonstrate excellent verbal and written communication skills, including the ability to make presentations.
16. Perform such other job responsibilities as may be assigned by the Director of Business Applications.
17. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
18. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
19. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
20. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
21. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance.
4. Official college transcripts.
5. Employment interview.

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EMPLOYMENT TERMS:

The Technology Integration and Program Specialist shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Technology Integration and Program Specialist shall:

1. Respond to inquiries for the purpose of providing technical assistance, advice, and support.
2. Serve as a technical resource to administrators and staff for the purpose of providing information and/or advice regarding system and web-based software/tools.
3. Facilitate training and professional development for district staff as needed for the purpose of assisting in the proper, efficient, and effective use of district software.
4. Maintain user account information for NJSMART, the employee system, student information system, assessment software, NJDOE.
5. Support users through technology-based applications for "cloud" access.
6. Retrieve information from employee human resource/financial systems, student information systems, assessment software, and integrate for reporting purposes inclusive of conducting periodic auditing, data integration, and verification.
7. Develop spreadsheets and databases as required.
8. Prepare presentations using PowerPoint or equivalent programs and department reports as required.
9. Participate in presenting in-service workshops, seminars, and orientations.
10. Make recommendations and manage the implementation of a continual cycle of process and procedure improvement, to enhance efficient and effective communication throughout the department.
11. Communicate with administrative and supervisory staff regularly about assigned programs and services within the Technology department.

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12. Promote a close working relationship with Assistant Superintendents for Schools and Academies, School Leadership Teams and the Director of Business Applications to ensure information exchange, coordination of efforts, and support for the decision-making process within all levels of the school organization.
13. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
14. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
15. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and pride in the education profession.
16. Demonstrate initiative, effective organizational skills, and the ability to motivate people.
17. Perform any duties that are within the scope of employment, as assigned by the Director of Business Applications and not otherwise prohibited by law or regulation.
18. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, school regulations and procedures, and contractual obligations.
19. Review and approve/disapprove invoices.
20. Review and recommend budgetary items.
21. Evaluate goals, operations, and performance, and develop and implement alternative procedures to improve performance to meet department objectives.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.

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5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

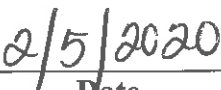
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated, air conditioned, and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Business Applications shall evaluate the Technology Integration and Program Specialist in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date