

Attachment C-2

Title: Preschool Technology Coordinator

Qualifications:

1. Holds or is eligible for the appropriate New Jersey Instructional Certificate.
2. Has proficient teaching experience with evidence of being an innovative classroom teacher that successfully integrates the use of instructional technology to enhance student learning and achievement.
3. Has proficient experience in providing technology support for end users in a PreK-12 environment

Primary Function:

- The Preschool Technology Coordinator will serve as part of the preschool teaching team to ensure the integration of the New Jersey Preschool Teaching and Learning Standards with a specific focus on technology.
- Support district approved technology initiatives and platforms at the preschool level.
- Support the professional development of all teachers and understanding and utilizing the approved district technology platforms and initiatives for the preschool level.
- Assumes responsibility on a regular and continuing basis for the organization and operation of school media services/materials.
- Provide support for the end users of the district's preschool information technology systems and equipment.

Reports to:

- The Director of Early Childhood and Preschool Building Principals

Major Duties and Responsibilities:

- Remains abreast of and continues to develop a knowledge of current instructional technology, new trends, and contemporary interpretations about the use of technology to enhance pupil learning in all content areas.
- Promotes the use of technology as a tool to enhance play-based learning, creativity, exploration, communication, and family engagement within inclusive preschool environments.
- Support preschool students in developing age-appropriate technology skills, including independently navigating simple digital tools and electronic devices.
- Model and promote the use of technology to enhance communication, creativity, exploration, and collaborative learning experiences within preschool classrooms.

- Assist teachers in integrating developmentally appropriate digital resources and technology vocabulary into daily instruction aligned with the New Jersey Preschool Technology Standards.
- Supports pupils and teachers in mastering integration of New Jersey Preschool Teaching and Learning Standards for technology and fostering the importance of technology literacy for success in the 21st century.
- Demonstrates the interpersonal, problem solving, and organizational skills required to effectively facilitate peer coaching in the attainment of technology literacy at the levels established by the NJDOE, as required.
- Facilitate technology operations and needs between academic staff/students and the technology department.
- Evaluates and recommends the acquisition of materials in accordance with established criteria to support the instructional program. Make recommendations for changes and upgrades in the area of preschool technology.
- Maintains an inventory of technology materials and equipment available in/through district preschools.
- Maintains end user technology systems for use within the district's preschool program in cooperation with district technology staff.
- Provides end user training and support for technology systems in use within the district's preschool program.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Assists in upholding and enforcing school rules, administrative regulations, and board policy.
- Protect confidentiality of records and information about staff and students.

- Attends staff meetings and serves on staff committees, as required.
- Performs other duties which may be in the scope of his/her employment and certification(s) as may be assigned by his/her superiors under the authority of the Board of Education.

Terms of Employment:

- This is a 10-month teaching position in accordance with the Sayreville Education Association's Teachers' Salary Guide. The teacher also will be entitled to all the rights and privileges afforded to all teachers in the current SEA contract.

Evaluation Criteria:

- In accordance with state statute and Board of Education policy.
- References: N.J.S.A. 18A:11-1, 27-4; N.J.A.C. 6:3-1.21; N.J. Regulations and Standards for Certification; Board of Education, Borough of Sayreville, N.J., Policy Manual.