EDUCATIONAL TECHNOLOGY SPECIALIST (TEACHER COACH)

Qualifications:

- NJ Instructional Certification
- Minimum of five years of classroom teacher experience
- Google Certified preferred
- Ability to plan, organize and administer a district level professional development program
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Primary Function:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, assist with the planning and administration of programs that provide in-district training to staff to assist in the improvement of their computer skills and knowledge for classroom use.

Direct Report:
Assistant Superintendent of Curriculum and Instruction

Major Duties and Responsibilities:

1. Provide instructional support and in-district training/workshops for teachers under the direction of the Assistant Superintendent of Curriculum and Instruction.

2. Under the direction of the Assistant Superintendent of Curriculum and Instruction, design staff development workshops commensurate with district goals and needs.

3. Provide input in the development of a system-wide and building level programs that enables students to use technology as learning tools.

4. Maintain current knowledge of technology and instructional practices that relate to the use of technology in the classroom by attending appropriate workshops and professional development opportunities.

5. Provide resources and information relating to new techniques and practices that relate to the use of technology and that enable students to use technology as a learning tool.

6. Assist in the development and coordination of the sections of the budget that pertain to professional development with regards to technology.

7. Performs other duties as may be assigned by the Assistant Superintendent of Curriculum and Instruction.

Terms of Employment:
Teachers' Work Year and salary as per TEA Contract

Evaluation:
Will be evaluated by the Assistant Superintendent of Curriculum and Instruction in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved: June 19, 2012, Revised: November 18, 2019, Revised: October 14, 2024