# Union Township Public Schools

**TITLE:**  **Assistant Director of Instructional Technology**

## QUALIFICATIONS:

1. New Jersey Principal or Supervisor certification required.
2. Classroom teaching experience with knowledge and practice of integrating technology in the classroom instruction with 3 or more years.
3. Must have Google Education Level 1 certification and an understanding of Google Admin.
4. Apple Mac OS and Microsoft Windows experience required.
5. Knowledge of GoGuardian required.
6. Experience with the use and technological configuration of Chromebooks.
7. Strong communication skills.
8. Demonstrate strong organizational skills and multi-tasking abilities.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:**   Director of Information Technology and Assistant Superintendents of Schools

## JOB GOAL:

Provides input in the development of a district systemic and building level programs that enables students and teachers to infuse technology in the instructional process.

## PERFORMANCE RESPONSIBILITIES:

1. Provides resource 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.

2. Assists in the development and implementation of technology professional development.

3. Troubleshoots hardware and software problems, and recommends repairs as needed.

4. Provide input for the district's educational technology plan and ensure its implementation inside the classroom.

5. Serve on the ACTION/district's technology committee.

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6.  Ensure appropriate integration of technology with district's curriculum and the NJ Student Learning Standards.

7.  Oversee the implementation of the technology curriculum and the gifted and talented program and evaluate assigned staff.

8.  Monitor the integration of the Common Core and New Jersey Core Curriculum Content Standard for Digital Literacy in all disciplines.

9.  Provide surveys to evaluate and support the district's use of educational technology.

10. Keep instructional staff informed about technological advances.

11. Model for teachers the integration of instructional technology.

12. Provides leadership and direction for the continued personal and professional improvement of technology support teachers; promotes "emergent leadership".

13. Observes and confers with teachers as prescribed by state, district and building policies and regulations.

14. Prepares the summary evaluation and a meaningful professional improvement plan for each technology support teacher.

15. Prepares an evaluation for each technology office staff member.

16. Monitors the progress of each technology support teacher and technology office staff member in addressing his professional improvement plan.

17. Assume other duties and responsibilities as assigned by the Director of Information Technology to elevate the use of technology within the school district.

**TERMS OF EMPLOYMENT:**   Twelve (12) month contract consistent with Central Office agreement.

**PERSONAL EVALUATION:** Based on the performance of the responsibilities identified in this position description and other criteria listed in Board policy

Approved by:

Date:

Revised: