

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SUPERVISOR OF EDUCATIONAL TECHNOLOGY

QUALIFICATIONS:

- Valid New Jersey Supervisor's Certificate
- A minimum of five years of successful experience as a teacher of computer related technology and program coordination
- Demonstrated ability and knowledge of computer technology, software, operating systems and network configurations
- Experience in planning and implementing staff development activities
- Strong communication, organizational, interpersonal and group leadership skills, as well as classroom demonstration skills
- Possess strong technology skills and knowledge of various platforms
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

SUPERVISES: N/A

JOB GOAL: To plan, develop, implement and coordinate all programs in the area of instructional technology. To plan and develop the district's five (5) year technology plan. To provide technology resources to support the district curriculum and New Jersey Student Learning Standards.

PERFORMANCE RESPONSIBILITIES:

1. Maintain the operation, integration and use of all computers and related devices used to support instruction.
2. Consult with the Supervisor of Technology and Assistant Superintendent as necessary.
3. Maintain a comprehensive and efficient system for acquiring and cataloging all computer software and ancillary materials.
4. Manage the operation of all of the computer labs in the district.
5. Coordinate computer instruction with classroom instruction, including the development and demonstration of lessons that incorporate the use of technology.
6. Assist staff in the selection of software, hardware and other instructional materials and devices to support specific content objectives.
7. Provide for the development of a comprehensive and sequential program of instruction in the area of technology and computer education for grades PK-12.
8. Provide for a program of assessment.
9. Develop and implements an annual staff development plan to increase staff's technology skills.
10. Assist with planning budget in order to address the maintaining and updating of technology.
11. Provide principals with status reports on the use of technology in the schools.
12. Communicate with professionals in other school districts regarding technology programs.
13. Represent the school district on county and state committees.
14. Maintain a high level of professional growth including familiarity with developments in the field of computer related technology.
15. Spearhead trainings on Genesis and data relevant to NJ SMART.
16. Manage all user accounts for the NJ DOE homeroom and user accounts for state report submissions.

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- 17. Work with Special Education Department to maintain their data in both Genesis and the Special Education Student Management program.
- 18. Perform other duties as assigned.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTAA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 2/25/2008
Revised: 10/12/2011
10/14/2020