FLEMINGTON-RARITAN REGIONAL SCHOOLS

<u>JOB DESCRIPTION</u>

TITLE: **Supervisor of Technology**

QUALIFICATIONS:
Minimum

1. Desirable**:** Elementary Teacher certification;
2. Master's degree in instructional technology;
3. Valid New Jersey Supervisor, School Administrator or Principal Certification or Letter of Eligibility;
4. Elementary and/or middle school teaching experience;
5. Formal training or relevant experience with computer technology and networked information systems;
6. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum;
7. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis; and
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Assistant Superintendent

JOB GOAL:

1. To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology.
2. To supervise and evaluate the five technicians maintaining network integrity and security, prioritizing hardware purchases while balancing instructional and administrative needs.

PERFORMANCE RESPONSIBILITIES:

1. Maintain effective communication between the Board of Education, Parent Technical Committee, District Technology Committee and educational staff to develop the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer software and other instructional technology tools.
3. Works cooperatively with the professional staff in planning and implementing the effective use of instructional technology across the curriculum.

4. Assists in the planning and implementation of the district's technology staff development program for the instructional staff.
5. Evaluates the district's technology plan and education program; recommends changes as appropriate.
6. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
7. Supervise computer teachers and library/media specialists.
8. Supervise and evaluate the Technology Department.
9. Maintain a catalog of available instructional software and works cooperatively with the media specialists and computer teachers to provide access to appropriate software for teacher and student use.
10. Assists in the development and coordination of the sections of the budget that relate to technology.
11. Represents the district's computer education program to the public through computer workshops and other presentations and through the Parent Technology Committee.
12. Performs other duties within the scope of employment and certification as may be assigned.

TERMS OF
EMPLOYMENT: Salary and work year to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

EVALUATION:

APPROVED BY: _____Board of Education_____ **DATE:** ___June 12, 2000___

REVISED: _____June 11, 2007_____