

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

TECHNOLOGY TRAINER/TEACHER

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate
2. Demonstrate knowledge of Technology

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL:

Teach and train staff in integrating technology to enhance instruction and staff learning

PERFORMANCE RESPONSIBILITIES:

1. Assists the Director of Curriculum and Instruction with yearly curricular budget development (pertinent to assigned area);
2. Attends necessary meetings (in and out of the district) pertinent to job description;
3. Develop instructional (technology-related) handouts to assist staff with future implementation;
4. Implement staff development workshops/opportunities to integrate use of technology aligned with curricular initiatives;
5. Maintain accurate records regarding staff participation in technology training;
6. Research and demonstrate effective training methods and trends in technology;
7. Assess technology-related needs of the staff (as assigned by the Director of Curriculum and Instruction and/or Superintendent of Schools) and report summary of findings;
8. Work with the Director of Curriculum and Instruction to develop a monthly priority list of technology-related areas of focus;
9. Submits monthly log of task completion to the Director of Curriculum and Instruction;
10. Updates the Director of Curriculum and Instruction on a regular basis (regarding assigned responsibilities);
11. Responsible for any other technology-related responsibilities as assigned by the Director of Curriculum and Instruction and/or Superintendent of Schools.
12. Manages all student information and ensures accuracy of student codes and interfaces SIS with the business operations of the district and federal and state reporting entities to include NJ SMART.
13. Submit any state/federal reports as directed by the Director of Curriculum & Instruction.
14. Retain and update information on a regular basis, any information necessary to complete required reports.
15. Communicate and collaborate with other district personnel as required or recommended by the Director of Curriculum & Instruction to ensure successful submission.
16. Maintain confidentiality of student records and data specifics as needed.
17. Provide analysis of student records and tracking.

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18. Any other duties as assigned by the Director of Curriculum & Instruction which may include, but not be limited to: purchase orders, staff/Board of Education identification photos, additional student photos, where necessary, supporting basic assistive technology needs.
19. Maintain confidentiality of legal documentation.

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 State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

N.J.S.A. 7F	Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-4	School register; keeping
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirement prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for non-citizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.A.C. 6:3.1 et seq.	Conditions of employment for teachers
N.J.A.C. 6:3-4.1 et seq.	Supervision; observation and evaluation
N.J.A.C. 6:3-4A.4	Requirements of physical examinations
N.J.A.C. 6:3-5.1 et seq.	Seniority
N.J.A.C. 6:8	Thorough and efficient system of free public schools
N.J.A.C. 6:11-3.1	Certificate required
N.J.A.C. 6:11-3.9	Oath of allegiance required
N.J.A.C. 6:11-3.10	Citizenship requirement
N.J.A.C. 6:11-5	Requirements for instructional certificate
N.J.A.C. 6:11-6	Endorsements on the instructional certificate
N.J.A.C. 6:11-13.2	Amount duration and content of required continuing professional development

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N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:16 Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.