

TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree or related field, preferred.
2. Formal training or relevant experience with computer technology and networked information systems.
3. Broad knowledge of instructional technology equipment, applications, and network & systems operations; on-line services; technology resources and integration of technology across the curriculum.
4. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Strong interpersonal, collaboration, and communication human relations skills.

REPORTS TO: Business Administrator

SUPERVISES: Technology personnel as assigned

JOB GOAL:

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.

PERFORMANCE RESPONSIBILITIES:

1. Studies, evaluates, and, as appropriate, recommends to the business administrator the adoption of new technology methods and programs and the purchase of computer hardware, software and other technological tools to support.
2. Works cooperatively with the district administrators and other technology professional staff in planning and implementing the effective use of instructional technology across the curriculum.
3. Evaluates the district's technology plan, oversees their piloting/adoption and evaluates their effectiveness, and recommends changes, as appropriate.
4. Works cooperatively in the development of district policies related to the use of instructional technology, computer software and on-line services.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

5. Cooperates with district administrators in the development of a district-wide electronic information system and provides technical assistance, as needed.
6. Oversees maintenance of the inventory of the district's educational computer equipment and a log of equipment maintenance activities. Coordinates day-to-day work assignments for technical support staff while monitoring daily activities and documenting, tracking & monitoring problems to ensure resolution is within a timely manner.
7. Maintains a catalog of available instructional software and works cooperatively with the Informational Technology Teachers to provide access to appropriate software for teacher and student use.
8. Assists in the development and coordination of the sections of the budget that relate to technology.
9. Communicates with committees, school boards, administrators, teachers, parents and students about the importance of technology.
10. Performs other duties within the scope of employment and certification as may be assigned by the business administrator.
11. Fulfills the technology coordinator role for all students as required by the NJDOE.
12. Maintains security as it applies to passwords, district infrastructure and network security.

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. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:26-1.1 Residence requirement required

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

N.J.S.A. 18A:27 Employment and contracts
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. 6:11-3.9 Oath of allegiance required
N.J.A.C. 6:11-3.10 Citizenship required
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:24 Education reform in the Abbott districts
See particularly:
N.J.A.C. 6A:24-6.1 Implementation of required programs in secondary schools

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

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

*applies to Abbott districts only