

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Coordinating Supervisor of Educational Technology

REPORTS TO: Director of Curriculum and Instruction

QUALIFICATIONS: Supervisor Certificate
Instructional Certificate
Strong Communication Skills
Expertise in current technology and its application to classroom instruction
Ability to design and implement staff development programs for instructional and administrative staff
Ability to work collaboratively with individual teachers across disciplines as well as with teacher teams
Required criminal background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership in the following:
 - a. ensure appropriate integration of technology with district's curriculum and technology;
 - b. oversee the district's technology curriculum and monitor its implementation and assess its effectiveness;
 - c. monitor the integration of the New Jersey Core Curriculum Content Standard for Digital Literacy in all disciplines;
 - d. evaluate and select instructional hardware and software;
 - e. keep staff informed about technological advances;
 - f. evaluate and support the district's use of educational and administrative technology;
 - g. make recommendations to the Director of Curriculum and Instruction regarding effective instructional uses of new technologies.
2. Provide professional development programs for administrators and staff, including designing and implementing inservice modules focusing on the integration of technology with daily instruction.
3. In conjunction with the coordinating supervisors and building administrators, develop and implement interactive teaching experiences.
4. Supervise the school computer teachers.
5. Supervise the media specialists at all schools.

6. Coordinate and manage the implementation of and analysis and data from the district's PARCC assessments, and any other state-mandated assessments.
7. Manage, analyze, and report on district-wide assessment data.
8. Guide the development of the educational district's educational technology plan.
9. Serve as the chairperson of the district's technology committee, in order to implement, maintain, and update the district technology plans as required by the state.
10. Ensure district is in compliance with all legal requirements regarding the use of educational and administrative technology, and Acceptable Use policies.
11. Monitor and manage budgetary accounts for middle school computer teachers, media specialists, and professional development.
12. Develop and monitor the operational budget for educational technology in collaboration with the Manager of Information Systems, the Manager of Technical Support, the Manager of Network Operations, the Director of Curriculum and Instruction, and Business Administrator.
13. Perform other responsibilities that may from time to time be assigned.

Adopted: 3/09/06
Revised: 4/05/07
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