

WAYNE TOWNSHIP PUBLIC SCHOOLS

Wayne, New Jersey JOB DESCRIPTION

TITLE: H-001 - Director of Technology

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's Degree from an accredited college or university.
2. Valid New Jersey School Principal or School Administrator Certificate.
3. Formal training or relevant experience with computer technology and networked information systems.
4. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources; integration of technology across the curriculum, and NJ SMART.
5. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis.

REPORTS TO:

Assistant Superintendent

JOB GOAL:

To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction and assessment (PARCC) through technology across the curriculum; ensure accurate and timely NJ SMART reporting; and to promote efficiency in the schools with the use of technology.

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, department heads, subject matter specialists, and teachers in developing the district's technology program to achieve content standards and district educational goals and objectives
2. Studies, evaluates, and recommends to the Superintendent the adoption of new technology/instructional materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
3. Works cooperatively with the principals and other 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 in-service/professional development education programs for the instructional staff.
5. Evaluates the district's technology plan; 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. Works with central office administrators and school principals in the development of a district-wide student information system and provides technical assistance as needed.
8. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
9. Responsible for coordination, oversight, recruitment, and evaluation of all aspects of data processing, network management, technicians and instructional technology.
10. Maintains a catalog of available instructional software and works cooperatively with the media specialists to provide access to appropriate software for teacher and student use.
11. Develops and coordinates the sections of the budget that relate to technology.
12. Works with designated central office administrators to develop and implement the District's central registration processes and procedures.

13. Represents the district's computer education program to the public through computer workshops and other presentations.
14. Works collaboratively with building principals and central office administrators to provide PARCC training and to ensure fluid test implementation.
15. Conducts observations and evaluations of certificated and non-certificated staff.
16. Works cooperatively with principals and central office administrators to ensure timely NJ SMART reporting/submission.
17. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education, pending approval by the County Superintendent.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

BOARD APPROVAL DATE: September 9, 2021, Agenda Item T-17