

**WAYNE TOWNSHIP PUBLIC SCHOOLS**  
**Wayne, New Jersey**  
**JOB DESCRIPTION**

**TITLE: H-100 - Teacher/Coordinator of Educational Technology Integration**

**EDUCATION AND EXPERIENCE REQUIRED:**

1. Bachelor's Degree from an accredited college or university, New Jersey Teacher Certification, Google Apps for Education Qualified Individual certificate, or equivalent experience.

**REPORTS TO:**

Director of Technology

**JOB GOAL:**

The Teacher/Coordinator of Educational Technology Integration will demonstrate the effective use of instructional technology and support for faculty, students, and staff. Be responsible to conduct staff development training in various software applications, such as Google Drive and IOS, as well as new instructional technologies such as the use of Brightlink Projectors, student response systems (clickers), Chromebooks, iPads, and new emerging digital tools that support and enhance teaching and learning. An understanding of new emerging technologies with experience in PC, IOS and Chrome applications as well as mobile devices. Develop training, perform regular training assessments, and collaborate with faculty to provide appropriate teaching and learning experiences. Conduct training sessions with faculty on an ad hoc basis in order to enhance student technology integration. Assist in planning for effective implementation of curriculum to ensure that technology is used effectively to meet student needs.

**PERFORMANCE RESPONSIBILITIES:**

1. Work with educational staff to integrate and implement technology skills in all curriculum areas.
2. Work with Curriculum teams across the district to identify and review proposed technology based curriculum materials.
3. Identify needs and work on a professional development plan and programs in the technology area working with professional development.
4. Field incoming help desk problem tickets from end users to resolve application and software issues. Work with other Technology department team members on the resolution of issues.
5. Post information updates to knowledge bases, newsletters, and frequently asked questions resources on District intranet to assist in building teachers capacity.
6. Institute and maintain an inventory catalog of educational applications and services utilized by the district by grade, subject and school.
7. Manage user accounts and be the primary point of contact for external educational technology systems used by the district.
8. Conduct research into educational software application products and services in support of development and purchasing efforts.
9. Coordinate with school educational staff and administrators to assess technology training

- needs and objectives.
10. Participate in the design, development, and delivery of technology training programs and classes.
  11. Create and deploy feedback mechanisms for end users. Analyze results, make recommendations for support and process improvement, and implement changes.
  12. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education. This position is part of the Wayne Education Association.

**ANNUAL EVALUATION:**

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of certified 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