

WARREN HILLS REGIONAL

TITLE: TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Supervisor Certificate
2. Formal training or relevant experience with computer technology and networked information systems
3. Broad knowledge of instructional technology equipment and applications; 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

REPORTS TO: Superintendent

JOB GOAL:

To possess formal training with computer technology and networked information system certification.

To possess a broad knowledge of instructional technology equipment and applications, on-line services, and technology resources.

To possess a demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget development and analysis.

To maintain confidential information, records and data associated with the district network systems.

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Oversight of the HS Business Department including observations and budget development.
3. Manage computer services and network communications for schools and central office.
4. Works with administration, faculty, and staff to promote efficiency in the schools with the use of technology.
5. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
6. Provide leadership in the development, implementation, and coordination of the district's Technology Plan.
7. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
8. Cooperates with central office administrators and school principals in the development and maintenance of district-wide electronic information systems.
9. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
10. Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.

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11. Assists in the development and coordination of the technology budget.
12. Represents the district's computer education program to the public through computer workshops and other presentations.
13. Work cooperatively with the administrator in planning and implementing technology related infrastructure for district schools and central office.
14. Performs other duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Adopted: August 17, 2021

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in
public	school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37-2</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-11.13</u>	Technology education
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-12.6</u>	Supervisor
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

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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.