

TITLE: TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Formal training or relevant experience with computer technology and networked information systems
2. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
3. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent

SUPERVISES: Computer Technician

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. 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. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
3. Works cooperatively with the Director of Curriculum and Instruction 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 education program for the instructional staff.
5. Evaluates the district's technology plan and education program; 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. Cooperates with central office administrators and school principals in the development of a district-wide electronic 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. 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.
10. Assists in the development and coordination of the sections of the budget that relate to educational technology.
11. Represents the district's computer education program to the public through computer workshops and other presentations.
12. Performs other duties within the scope of employment and certification as may be assigned.
13. Stays current with advances in the field by attending technical workshops and conferences, by learning new software and by perfecting skills using technical equipment.

MENDHAM BOROUGH SCHOOL DISTRICT

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TECHNOLOGY COORDINATOR (continued)

14. Performs other duties as may be assigned by the Superintendent

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

Approved by: Mendham Borough Board of Education

Date: January 23, 2007

Revised: October 20, 2014

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<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:9-15</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 non-tenured 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

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.