

**Montclair Public Schools  
Personnel Department**

**JOB DESCRIPTION**

**Title:**           **District Supervisor: Instructional Technology**  
*Focus – Instructional Technology usage*

**Qualifications:** 1/ Must hold acceptable NJ Administrative Certification,       2/ Must possess strong communication, managerial and leadership skills,   3/ Demonstrated knowledge of effective principles of teaching and learning, 4/ Familiar with a variety of computer hardware and software systems, 5/ Able to use and demonstrate computer-based technologies for professional tasks and classroom instruction. 6/ Able to interpret the New Jersey Core Curriculum Content Standards for technology and their impact on curriculum development and delivery, 7/ Ability to work onsite during the hours required, 8/ Ability to effectively in-service others in the use of technology and technology integration 9/ Demonstrated aptitude or competence for assigned responsibilities. 10/ Required criminal background check and proof of U.S. citizenship or legal alien status. 11/ Required criminal background check and proof of US citizenship or legal alien status; 12/ Ability to work on site during the hours required; 13/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

**Responsible to:** Superintendent of Schools, Personnel Administrator

**Job Goal:**       Assist in integrating technology throughout the curriculum; assist in the budget preparation and monitoring of technology expenditures; make recommendations to programs regarding the use of computer-based technologies, and to provide methods and opportunities for the professional staff to successfully align classroom strategies to research based technology activities that will enhance the success of the individual child.

**Performance Responsibilities:**

1. Serve as primary resource for classroom teachers and school staff in matters of technology including curriculum integration, access and equity, Computer assisted instruction, virtual learning and on-line courses, adaptive technologies and social networking;
2. Assess staff needs and arrange for and assist with staff development in technology and work related areas such as Blackboard or Instructional Programs as needed;
3. Maintain instructional software and hardware inventories and develop and oversee the instructional technology budget;
4. Make recommendations for change in the area of technology and learning through technology;
5. Meet regularly with the instructional technology staff and review and implement best practices;
6. Serve on district technology committees and develop/implement/assess the instructional technology plan;
7. Regularly disseminate information on integrating and emerging technologies;
8. Be available for appropriate school or district held meetings;
9. Assist with student information systems, program installation and district databases as assigned;
10. Demonstrate leadership in educational technology that positively impacts the school community;
11. Prepare drafts of needed policies and administrative rules for the superintendent's review and/or board action;
12. Participate in the selection and recommendation for adoption of textbooks, curriculums and supplementary technology materials and delivery systems when requested;
13. Maintain a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools and maintain a positive and active environment for shared services;
14. Attend board meetings and prepare such reports for the board as the superintendent may request;
15. Evaluate the performance of any assigned personnel in accordance with law, code and board policy;
16. Enforce all board policies, administrative directions and state laws/regulations;
17. Keep supervisors and school partners informed of requirements, events and activities in the area of curricular and instructional technology;
18. Actively seek and apply for grants or outside funds which may bring resources to the district for assigned responsibilities;
19. Assist in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district;
20. Other duties as assigned or as related to the central job goal.

**Terms:**           12 month, salary and benefits as determined by the board;

**Evaluation:**    Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff;

Established:     1992, Revised: 1997, 2001, 2007, 2012