

JOB DESCRIPTION: COORDINATOR OF INSTRUCTIONAL TECHNOLOGY

Reports to: Chief School Administrator (CSA)

Qualifications: Bachelor's Degree required
Google Educator Certification required
Computer Science degree or significant experience in instructional technology required
Working knowledge of, and experience with, multi-platforms (WAN/LAN, MAC/PC), networks and file servers.
Experience with educational software selection, hardware and peripherals, and a solid background in troubleshooting with instructional hardware and software.
Willingness to accept responsibility and to cooperate with school personnel.
Excellent interpersonal skills.
Outstanding organizational skills.
Knowledge of multimedia

Certification: Teacher Certification preferred but not required
Appropriate computer certifications required

Basic Function: Assist in the implementation of the district's Technology Program by maintaining and being responsible for working cooperatively with teachers and administrators to identify and implement technology to support instruction. Provide needed professional development and support to facilitate the implementation of instructional technology. Troubleshoot and provide technical assistance as required.

Major Duties and Responsibilities:

1. Responsible for assisting and supporting administrators and teacher mentors and proctors with regard to PARCC practice tests and the administration of the PARCC assessments.
2. Responsible for submission of student data for PARCC testing set-up.
3. Manage infrastructure testing relative to the administration of the PARCC assessments on Chromebooks and any non-network devices.
4. Provide professional development, assistance and support with regard to the implementation of the district's use of Chromebooks.
5. Provide support and assistance in use of technology in implementing the Long Hill Township Curricula and the New Jersey Core Curriculum Content Standards.

6. Receive necessary cross training and information from the Coordinator of Technology Services to provide for back-up in the event of an emergency.
7. Provide preventative maintenance, repair and safety procedures for Chromebook devices.
8. Serve as instructional technology liaison with other school districts.
9. Provide assistance and technical advice in hardware and software installation in coordination with the Coordinator of Technology Services..
10. Provide onsite technical assistance on the instructional/administrative use of computers to students, teachers, staff and administrators as needed.
11. Provide necessary cross training and information on Chromebook oversight and management to the Coordinator of Technology Services to provide back-up in the event of an emergency.
12. In cooperation with the Coordinator of Technology Services and the District Administrators, prepare and submit recommendations to the CSA for purchases of software, technical supplies and equipment, related to curriculum, instruction, administrative and professional development activities.
13. Continue to update personal technological knowledge and skills.
14. Maintain confidentiality of computer access information.
15. Systematically participate in the implementation of the District's Three-Year Technology Plan.
16. Pursue funding sources such as national or state grants, foundations, business partners or community endeavors when possible.
17. Maintain affiliations with professional associations related to integrated technology
18. Perform other duties as assigned by the administration.
19. Work cooperatively with the Coordinator of Technology Services relative to the selection, installation, and implementation of administrative and instructional hardware and software.
20. Any task as assigned by the Superintendent of Schools.

Evaluation: This position to be evaluated by the CSA in accordance with established district procedures.

Approval Date: December 15, 2014

Revised and readopted: June 27, 2016