FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Director of Technology, Student Data & Assessment

QUALIFICATIONS:
Minimum
1. Valid New Jersey teaching certificate.
2. Valid New Jersey Supervisor, School Administrator or Principal Certification or Letter of Eligibility.
3. Experience as a classroom teacher required; elementary and/or middle school teaching experience preferred.
4. Formal training or relevant experience with computer technology and networked information systems.
5. Broad knowledge of instructional technology equipment and applications; online services; technology resources and integration of technology across the curriculum.
6. Demonstrated ability to develop long-range plans for technology application in the schools and to prepare related budget documentation.
7. Demonstrated abilities in project management with strong organizational and interpersonal skills.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Desired
1. Master's degree in instructional technology.
2. Experience supervising teaching professionals and leading a team of technical personnel.
3. Experience working in both Mac and Windows environments.

REPORTS TO: Superintendent

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 (software, hardware, and phone).

PERFORMANCE RESPONSIBILITIES:
1. Maintain effective communication between the Board of Education, District Technology Committee and educational staff to develop the District's technology program to achieve the New Jersey Student Learning Standards and District educational goals and objectives.
2. Evaluate the District's technology plan and education programs; recommend changes as appropriate. Ensure District compliance with all reports and documentation related to technology, including the coordination of the eRate application submission process.
3. Work cooperatively with the professional staff in planning and implementing the effective use of instructional technology across the curriculum. Ensure District compliance with the New Jersey Student Learning Standards.
4. Assists in the planning and implementation of the District's technology professional learning program for the instructional staff, as well as technology training for the non-certificated technology department members.
5. Provides leadership in the development of District policies related to the use of instructional technology, computer software and online services.
6. Supervise technology and technology integration specialist teachers and the Student Data Manager.

7. Study, evaluate, and, as appropriate, recommend to the Superintendent the adoption of new technology instructional materials and programs. In addition, manage the purchase of hardware, software, and support systems.
8. Communicate with technology vendors to ensure appropriate bid specifications, analysis of technical specifications, and evaluate proposals to ensure the successful deployment of the most cost-effective hardware and software solutions for the District.
9. Oversee the technology infrastructure to ensure consistent and reliable technical service, including electronic communication systems (email, District website, phone systems, etc.).
10. Oversee the technology support system through the management and prioritization of technology help desk requests. Anticipate and plan for major technology initiatives, such as large-scale purchases and deployment of new hardware and software. Maintain a record of equipment maintenance activities.
11. Maintain an accurate inventory of the District's technology equipment.
12. Supervise and evaluate non certificated technology department members.
13. Develop and coordinate the sections of the budget that relate to educational technology.
14. Direct responsibility for implementation of District's E-rate application for Category I (ISP and WAN provider) and Category II expenses, for complying with U.S.A.C. bidding regulations, ensuring C.I.P.A. compliance, and for completion of all required forms and reports.
15. Serves as the District Test Coordinator for all general education, state-mandated testing, including assessing the district-wide standardized assessment program for consistency and diagnostic value.
16. Responsible for oversight of the assessment program required to identify English learners and to comply with Title III requirements as well as the use of multiple criteria in determining student entry and exit.
17. Responsible for the oversight of the diagnostic assessment program for incoming kindergarten students.
18. Responsible for implementing multiple measures of student performance/aptitude as required to identify students eligible for the District's support and gifted programs.
19. Responsible for supporting the work of the Student Data Manager in completing state-mandated reports related to curriculum, programming, and assessment (e.g. State Registration Submission, Assessment Material Ordering, SSDS, Course Roster Submission, SID Management, semi-annual State Submission, and portions of CRDC).
20. Lead the Hunterdon, Somerset, Mercer Counties (HSMC) STEM Ecosystem; duties include but are not limited to the creation and maintenance of the HSMC:
    a. website, social media accounts, planning of quarterly meetings, and meeting agendas and minutes
    b. planning and execution of annual teacher professional development days with The College of New Jersey
    c. research, application and management of grants through industry partners
    d. actively participate in the New Jersey STEM Pathways Network (NJSPN)
    e. actively participate in the STEM Learning Ecosystems Community of Practice (SLECoP)
21. Performs other duties within the scope of employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education
EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

APPROVED BY: _____Board of Education_____   DATE: ___June 12, 2000___

REVISED: _____June 11, 2007, February 29, 2024_____