

**FRANKLIN TOWNSHIP PUBLIC SCHOOLS
SOMERSET (SOMERSET COUNTY), NEW JERSEY
JOB DESCRIPTION**

TITLE: SUPERVISOR OF INSTRUCTIONAL TECHNOLOGY

I. POSITION SUMMARY

The Supervisor will be responsible for educational technology district wide. S/He will work at all grade levels to infuse technology into daily instruction and identify the best educational technology for all types of classroom applications, including the needs of special student populations. The Supervisor will collaborate with educators and other District administrators in curriculum design by sourcing or creating new technologies to be used in classroom instruction. Using past program data and outcomes, they will assist school administrators in identifying and correcting problems and deficiencies within their current technology-based programs. The Supervisor will assist other district administrators in having teachers effectively incorporate educational technology into their lesson plans; school programs and the overall learning environment by assessing the district's educational needs and matching those needs with appropriate technologies.

II. DUTIES

A. Observation and Evaluation

1. Demonstrate proficiency and inter-rater reliability as measured by the district approved staff evaluation tool.
2. Collaborate with principals, content area and central office administrators to analyze teacher observation data, design, implement, and measure outcomes of effective professional learning opportunities and activities for the professional staff.
3. Participate in joint staff observations for the purposes of determining tenure, or non-renewal of certificated staff.
4. In conjunction with the Superintendent lead the building level and cabinet level tenure review process.
5. Keep current with changes in teaching standards as they occur, with certificated teaching staff evaluation tools and models and be able to identify educational best practices in the classroom.
6. Oversee the compilation and maintenance of accurate employee evaluation records and performance data.
7. Recommend and administer appropriate policies and regulations for employee evaluation, and professional development.
8. Prepare reports for the Superintendent on the latest staff evaluation statistics.
9. Assist Superintendent and other cabinet level administrators in the preparation of administrator evaluations.
10. Compile and evaluate data for summary reports and program proposals for staff improvement.
11. Interpret state code, Board policy, administrative regulations, personnel procedures, and negotiated contract provisions with regard to staff observations and evaluations.
12. Ensure the confidentiality of all personnel records.
13. Promote the full, efficient use of the District's evaluation software programs.

B. Professional Development

1. Serve on the District Professional Development Committee.
2. Provide staff development as needed or directed.
3. Instruct both teaching staff and administrators in the use of these technology-based learning tools and effective teaching strategies.
4. Participate in college and university seminars, and relevant conferences, training programs, or workshops.

C. Fiduciary Responsibilities

1. Budget Development
 - a. Supervise budget development and budget maintenance within department(s) in conjunction with building level administration and coordinate at district level with other central office administration.
 - b. Collaborate as needed on the budget development process with central office administration.
2. Budget Management
 - a. Coordinate the recommendations for the purchasing of materials, equipment and supplies in assigned discipline(s).
 - b. Assist in supervising the receipt and distribution of purchases.
3. Inventories
 - a. Support the maintenance of up-to-date inventories of all equipment, materials and supplies consistent with district policies and procedures as communicated by the district's Business Office.
 - b. Assist with the use of inventory data to effectively project future expenditures.

D. Community and Professional Relations

1. Participate in appropriate professional activities including association, professional, and community meetings and committee work.
2. Collaborate with principals and other appropriate district staff to promote community awareness of department strengths, achievements, challenges and needs.
3. Assist with identifying, recruiting and maintaining parent and community resources to enhance the learning environment.
4. Assist with supervision of the submission of publicity articles to promote department programs and achievements.
5. Support department student programs through attendance at evening and weekend events.
6. Attend Board of Education meetings and make reports to the Board of Education as directed by the superintendent.

E. Miscellaneous

1. The Supervisor shall work collaboratively with staff, parents, consultants and contractors, governmental officials, and other District constituencies; plan and direct the activities, and evaluate the performance, of certificated and non-certificated staff as may be necessary to accomplish the goal and responsibilities of this position.

2. Assume responsibility for own professional development; for keeping current with literature, new research findings and improved techniques in specialized areas; and for attending relevant professional development.
3. Be available for administrative duties; e.g., emergency building coverage.
4. All other duties as may be assigned.

III. APPOINTMENT

The Supervisor shall be appointed annually by a majority vote of the full Board of Education. The position shall be a twelve-month position, and shall be eligible for tenure.

IV. REPORTS TO

The Supervisor shall take direction from, be responsible to and evaluated by the administrator indicated in the Board approved organizational chart.

V. QUALIFICATIONS

- A. New Jersey School Administrators or Principal or Supervisor certificate.
- B. Master's degree with administrative experience at the district level preferred.
- C. Successful experience with professional/staff development leadership in a school setting.
- D. Successful experience with the use of data to inform instruction and professional/staff development.
- E. Familiarity with the goals, methods, and constituent groups involved in elementary and secondary public education.
- F. Demonstrated skill(s) in survey development and implementation, current methods of statistical data collection and analysis (including commercial software used in such processes), and the development of conclusions and recommendations based on data.
- G. Demonstrated proficiency and successful experience using Microsoft Word, Excel, Access, PowerPoint, NJSMART and cutting edge, classroom instructional apps.
- H. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- I. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- J. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- K. Such alternatives to the above qualifications as the Superintendent may find acceptable.

APPROVED:

Dr. John Ravally
Superintendent of Schools

Date: