

HAMILTON TOWNSHIP SCHOOL DISTRICT

POSITION CODE: 9000
NON CERTIFIED

Instruction/Curriculum

TITLE: TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree in Information Technology or related field
2. Formal training or relevant experience with computer technology and networked information systems
3. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
4. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Superintendent/Assistant Superintendent

SUPERVISES: Instructional staff as assigned

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. Leads the district technology team and chairs the technology committee.
2. With the technology team, reviews and evaluates policies, procedures, and practices that address the privacy and security of data, and the use of data, procurement and application of technologies, and the Internet that meet or exceed legal requirements and federal guidelines.
3. Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve the New Jersey Student Learning Standards and district educational goals and objectives.
4. 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.
5. Provides evidence-based reasoning and data-driven decision making in the purchase and application of network security systems including hiring qualified staff or consulting companies to set up and oversee district security measures.
6. Works cooperatively with the supervisor of instruction and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
7. Assists in the planning and implementation of the district's technology in-service education program for

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the instructional staff.

8. Implements educational programs for students and staff that teach Internet safety and ethical and responsible digital citizenship.
9. Evaluates the district's technology plan and education program; recommends changes as appropriate.
10. Plans and oversees cyber security measures including setting and monitoring access to confidential information, ensuring data and privacy security, network systems penetration checks that verify that the district's digital data systems provide for secure data collection, analysis, reporting, storage, exchanges, and archiving for authorized users.
11. Developing and overseeing the district's data recovery plan in the event of a system wide outage.
12. Cooperates with central office administrators and school principals in the development of a district-wide electronic information system and provides technical assistance, as needed.
13. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
14. 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.
15. Assists in the development and coordination of the sections of the budget that relate to educational technology.
16. Represents the district's computer education program to the public through computer workshops and other presentations.
17. 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

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: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:37-2	Discipline of pupils

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<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:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9B-10.13</u>	Technology education
<u>N.J.A.C. 6A:9B-11.3</u>	Authorization
<u>N.J.A.C. 6A:9B-11.6</u>	Supervisor
<u>N.J.A.C. 6A:9B-13</u>	Acting administrators
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-5.1 et seq.</u>	Components of principal evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals, and assistant principals
<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.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.