

**RIVER VALE BOARD OF EDUCATION
RIVERVALE, NEW JERSEY**

JOB DESCRIPTION

- TITLE:** **DIRECTOR OF EDUCATIONAL TECHNOLOGY**
- QUALIFICATIONS:**
1. Formal training or relevant experience with computer technology and networked information systems
 2. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum.
 3. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
 4. Required criminal history background check
- REPORTS TO:** School Business Administrator
- SUPERVISES:** Non-instructional technology staff as assigned
- JOB GOAL:** To provide leadership in the development, implementation and coordination of the district's technology plan; assisting administrators in the enhancement of instruction through technology across the curriculum; and to promote efficiency in the schools with the use of technology.

Specific Duties and Responsibilities:

1. Works with principals, department heads, subject matter specialist and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the business administrator and superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
3. Works cooperatively with the administration and professional staff in planning and implementing the effective use of instructional technology across the curriculum.
4. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
5. Evaluates the district's technology plan and education program; recommends changes as appropriate.

6. Provides leadership in the development of district policies related to the use of instructional technology, computer software and on-line services.
7. Cooperates with central office administrators and school principals in the development of a district-wide electronic information system and provides the necessary technical assistance.
8. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
9. 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.
10. Assists in the development and coordination of the sections of the budget that relate to educational technology.
11. Represents the district's computer education program to the public through computer workshops and other presentations.
12. Provide leadership for evaluating, implementing and monitoring a short and long range district plan for instructional and administrative use of technology.
13. Provide guidance and expertise in the development, purchase, and maintenance of classroom hardware and software and administrative applications.
14. Responsible for managing and updating the entire technology infrastructure of the district. This includes file servers, mail server, domain controllers, wireless networks, storage area network, backups, switch configurations, mail archive, firewall, spam filtering, anti-virus, printing, and all other network devices and software.
15. Provide for staff training and development in technology in concert with the district administration.
16. Participate in activities that promote professional growth through attendance at conferences and workshops and by remaining familiar with new trends in the area.
17. Provides computer training, including hands-on activities and demonstration lessons for teachers, administrators and other staff.
18. Assists teachers and staff in the evaluation of educational software.
19. Communicates with media specialists to assure provision of effective technology services.
20. Provide technological assistance in terms of diagnosis and repair of the hardware and software components throughout the district.

21. Works cooperatively with the administration of the district to maximize effective computer utilization.
22. Prepare, in consultation with the administration, district-wide budgets related to the purchase and maintenance of all aspects of the short and long range technology program for the district.
23. Assume responsibility for the writing and implementation of technology grant proposals, including E-rate applications.
24. Coordinate the various services related to technological implementation such as, but not limited to:
 - a) Serving as liaison between the school professional staff and vendors
 - b) Developing and implementing programs for inventory, maintenance, and orderly replacement of computer based equipment
 - c) Organizing and maintaining procedures for the security and accountability of all facilities, property and equipment related to computer service
25. Coordinates and completes the NJ Smart submissions-Core submissions, Sid Management and Special Education, technology surveys, technology plan and assists with the Fall Survey, monthly and yearly attendance register.
26. Manage the district student information system. Provide support and training where applicable. Oversee the grade book, IEP system, website, student data and reporting.
27. Performs other duties as may be assigned by the business administrator.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of non-certificated personnel

BOARD APPROVED:

9/7/2010