

LACEY TOWNSHIP SCHOOL DISTRICT

JOB TITLE: Instructional Technology Specialist

QUALIFICATIONS:

1. Valid New Jersey Teacher's Certificate
2. Five years of successful classroom experience
3. Ability to effectively in-service others in the use of technology and technology integration
4. Demonstrates proficiency in current database best practices
5. Demonstrates strong understanding of technology integration in the following areas: student information databases, user management, and digital communication including audio and visual set ups
6. Able to apply database exports and reports to requirements of educational systems
7. Strong communication and human relation skills in person, over the phone, and through written and typed mediums.
8. Able to interpret the New Jersey Student Learning Standards for technology and their impact on curriculum development and delivery

REPORTS TO: Supervisor of Information Technology

JOB GOALS: Create fully functional, reliable connections among educational technology systems to allow for seamless curriculum delivery. Monitor and mitigate connectivity maximizing security, utility, and ease of use for the end user. Communicate with stakeholders, vendors, and system engineers in order to maintain secure connections to all necessary services. Provide methods and opportunities for the professional staff to successfully align classroom strategies to research based technology activities that will enhance the success of the individual child.

PERFORMANCE RESPONSIBILITIES:

1. Manage the integration of data from educational systems for use in user credentials, security, online tools, and testing
2. Make recommendations for change in the area of technology and learning to improve educational instruction.
3. Assist with student information systems, program installation and district databases as assigned.
4. Create and manipulate exports of data according to specific requirements.
5. Troubleshoot errors and work to repair issues with all necessary exports and imports.
6. Facilitate clear and concise communication among current and future software, applications, hardware, and end users
7. Coordinate and assist with district audio and visual needs
8. Understanding of current research in adult learning to coordinate and provide training to staff members as needed

Instructional Technology Specialist (cont.)

9. Ability to quickly respond to challenges, identify and predict issues, and communicate information clearly and in a timely manner
10. Communicate, plan, and modify systems to perform optimally
11. Collaborate with staff from all over the district to improve technology operations
12. Participate and provide feedback for new services and applications across a wide range of disciplines
13. Attend professional development about current and potential technology applications and serve as liaison for others in the district

TERMS OF EMPLOYMENT: Work year and salary 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 boards' policy on evaluations.

Approved by: Lacey Township Board of Education

Date Approved: February 19, 2019