

# Union Township Public Schools

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**TITLE: Director of Instructional Technology**

**PERFORMANCE RESPONSIBILITIES:**

1. Keeping self and staff informed of new curriculum trends and practices both in Information Technology and in the field of education in general
2. Devising innovative solutions to curriculum challenges, making the best use of existing systems, developing system enhancements and providing continuous systems and application training
3. Researches and informs with regard to trends in education and the application of instructional technology in the teaching and learning process
4. Assists in the development and implementation of technology professional development
5. Meet with school administrators, district support staff and teachers to determine learning or teaching functions which may be enhanced, supplemented, or optimized by the use of current or emerging technology
6. Provide input for the district's educational technology plan in alignment with the district strategic plan and ensure its implementation inside the classroom
7. Responsible for the management of the Google Admin Console, Google Workspace, and associated device software/hardware
8. Responsible for overseeing the implementation and management of district-wide digital resources
9. Serve on the District Technology Committee
10. Ensure appropriate integration of technology with the district's curriculum and the NJ Student Learning Standards
11. Monitor the integration of the Common Core and New Jersey Core Curriculum Content Standard for Digital Literacy in all disciplines
12. Responsible for the collection and analysis of data for staff, students, parents and the community
13. Lead the staff in the continuous evaluation of Instructional Technology programs and improvements based on identified student needs, research findings and technological trends
14. Work in close partnership with the Superintendent, administration, staff, and community leaders to develop and implement initiatives and programs which enhance our students learning experience
15. Help prepare and administer a budget, which reflects the technology plan, and supports curriculum and instruction for the district. Track all accounts on an ongoing basis, monitor spend and approve all instructional technology purchase orders
16. Annually evaluate and monitor the implementation of the district technology plan
17. Annually analyze the strengths and weaknesses of the school system's technology program
18. Work with the Central Office to investigate funding alternatives and financing options
19. In collaboration with the Director of Information Technology and Operations prepare and manage district wide budgets related to the purchase and maintenance of instructional hardware, software, and in-service training programs

20. In collaboration with the Director of Information Technology and Operations provide guidance and expertise in the purchase, implementation and maintenance of classroom hardware and software and the building and district data and curriculum and instruction technology resources. Check and evaluate price quotes received on Instructional Technology and audio visual equipment
21. Evaluate on an annual basis the overall usage and value add of existing/new instructional technology programs to determine if the contracts should be renewed
22. Identify, assess, and pilot new instructional technology hardware and software throughout the district
23. Advise supervisors on ways to improve technology implementation.
24. Provide additional duties as may be required by the superintendent

**REPORTS TO: Assistant Superintendent of Curriculum, Instruction, Assessment, and Funded Program**

**TERMS OF EMPLOYMENT:** Twelve (12) month contract consistent with Central Office agreement.

**PERSONAL EVALUATION:** Based on the performance of the responsibilities identified in this position description and other criteria listed in Board policy.

Approved by:

Date:

Revised: