JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

TECHNOLOGY/COMPUTER CENTER
5003 District Technology Coordinator
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JOB TITLE: DISTRICT TECHNOLOGY COORDINATOR

REPORTS TO: Assistant Superintendent for Elementary Education/Special Programs

NATURE AND SCOPE OF JOB:

Maintenance to the school district web site is the responsibility of the District Technology Coordinator. Conduct staff training and professional development in technology.

QUALIFICATIONS:

The District Technology Coordinator shall:

1. Hold a Bachelor’s Degree in Educational Technology or a related field from an accredited college or university.

2. Hold an Educational Services Certification with an endorsement as an Educational Media Specialist as provided by N.J.A.C. 6:11-11.17.

3. Have five (5) years experience in working with students and educational staff in the field of educational technology.

4. Hold and maintain a valid driver’s license with no serious violations.

5. Have excellent integrity and demonstrate good moral character and initiative.

6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.

7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.


9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:
1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, other professional sources.
4. Employment interview.
5. Official college transcripts

EMPLOYMENT TERMS:
The District Technology Coordinator shall be employed under the following terms:
1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:
The District Technology Coordinator shall:
1. Perform simple maintenance and trouble-shooting procedures on equipment for efficient use of maintenance funds.
2. Meet with school level technology leaders and technology committees for each school building in order to assist in implementation of the district plan at a school level.
3. Collect and review an inventory of technology equipment and materials from each school.
4. Disseminate technology related information throughout the district via news bulletins, electronic mail, electronic bulletin boards, presentations at state, district and building level meetings, etc.
5. Publish a bi-annual technology newsletter.
6. Notify schools about AUP permission and photo release forms for student internet page.
7. Help in developing the District Equipment Obsolescence Plan and disseminate to every school.
8. Work on community relations by speaking to parent and professional groups, publicizing the district technology plan and progress.

9. Encourage schools to have technology oriented open houses for parents, with students and teachers demonstrating various uses of technologies in the classroom.

10. Work with community education programs to assist community members and parents in use of computers and other technologies.

11. Use technology skills in developing presentations and programs for district Public Relations activities.

12. Coordinate with the District Network Coordinator to act as a liaison with school Technology Coordinators for Help Desk usage and training.

13. Provide assistance to MIS Department in district-wide training on financial system and student data system.

14. Assume the duty of District Webmaster:
   - Manage Paterson Public Schools Website site
   - Create internet content
   - Adapt existing content to a Web-friendly format
   - Create and maintain the logical structure of the content
   - Coordinate the school and department web sites with the district site
   - Train and help school based Webmasters.

15. Provide training and support of instructional staff in the use of technology for their professional and classroom use. (Workshops, telephone support, classroom visitations, walk in support, etc.).

16. Operate, schedule, and maintain the District Training Facility.

17. Plan, teach, and publishing of technology workshops and recording of teacher participation in such workshops.

18. Participate in planning and implementation of district and statewide technology workshops and projects.

19. Help in the evaluation and purchase of software and hardware that is used in the classrooms and labs in the school district.

20. Help in the installation and support of software and equipment related to technology. Implement current successful uses of technology in the classroom.
21. Motivate classroom teachers to utilize technology in the classroom.
22. Participation in Technology Conferences both in-state and out-of-state to update awareness of current software and hardware. (ACT, PACT, etc.).
23. Coordinate the use of technology by teachers, administrators, support staff and students to enhance the efficiency and effectiveness of programs and services.
24. Develop a long-range district technology plan for the use of present and emerging technology designed to improve the teaching/learning process.
25. Provide leadership and coordinate the planning and implementation of technology integration in the schools.
26. Assist faculty and staff in dealing with minor technical issues in order to maintain a positive attitude among educators about use of technologies and avoid frustrations and fear of technologies by those teachers unfamiliar with them.
27. Ensure that the steady stream of new information in the form of text and graphics from the schools and district offices is published to the web.
28. Work to improve the overall quality of education received by students in the district.
29. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
30. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
31. Participate in appropriate in-service and workshop programs and attend any required meetings.
32. Use computers and/or electronic equipment to fulfill job functions.
33. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
34. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
35. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
EVALUATION:

The Assistant Superintendent for Elementary Education/Special Programs shall evaluate the District Technology Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.