



West Windsor-Plainsboro Regional School District Job Description

Job Title: Supervisor of Instructional Technology
Department: Curriculum and Instruction
Reports To: Chief Academic Officer
Salary Guide: WWPAA; 12 Month Contract
Prepared Date: 17 Aug 2023

Position Summary: The Supervisor of Instructional Technology, either directly or through the proper delegation of authority, provides leadership in the planning, development, coordination, and evaluation of the Technology Curriculum and Instruction programs and related district-wide professional development programs and services.

Qualifications: Valid New Jersey Supervisor endorsement. Master's degree or higher and administrative experience preferred with extensive knowledge of instruction utilizing technology resources, professional development and state of the art practice. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

K-12 Technology Curriculum and Instructional Supervision

- Work collaboratively with the director of Technology, the Chief Academic Officer, and the principals to develop, implement, and sustain the K-12 Technology professional development and training, to be reflective of best practices.
- Ensure quality instruction, coordination, and continuity of the K-12 Technology training and instruction.
- Accept primary responsibility for ensuring that policies affecting Curriculum and Instruction are carried out.
- Define and implement best practices and continuous improvement strategies with high expectations for performance.
- Assist in the evaluation of instructional methods and programs to ensure that the district's educational objectives on a K-12 continuum are met.
- Assist in the study and evaluation of and, as appropriate, recommend adoption of new instructional programs, texts, software, and materials to the director of Technology and/or the Chief Academic Officer.
- Motivate teachers and staff members to examine new instructional strategies and classroom management techniques.
- Support the integration of Technology into instruction and all areas, including Special Education.

Professional Development/Training

- Design and implement professional development and training activities that are consistent with district goals, objectives, and initiatives.
- Provide leadership to insure understanding of the educational objectives of the Technology program, and plan and administer professional development experiences.
- Accumulate and disseminate building administration and instructional staff information on new educational research and instruction.
- Coordinate the implementation of new programs and practices in Technology.

Administration

- Collaborate with the director and other district supervisors in the areas of staff development, supervision, curriculum development, and assessment.
- Attend meetings, prepare reports, and create position statements as requested by the Chief Academic Officer.
- Review research, developments, and innovations in the educational arena by reading current and cogent literature, attend professional and association workshops and conferences, and discuss developments and problems.
- Exhibit leadership through involvement on appropriate committees within and between schools to promote Technology.
- Meet regularly with the director of Technology and level-alike administrators to keep them apprised of current issues.
- Report regularly to the director of Technology on any developments or problems within the district of interest and would require the director's awareness or action.
- Work with the Chief Academic Officer to prepare a budget for the supervisor of Instructional Technology.
- Supervise and evaluate district staff, as assigned.

Relationship to the Principals

- Work with principals to coordinate and organize grade level, level-alike, and departmental meetings to influence meaningful articulation of the instructional program.
- Assist principals with data analysis to develop programs, set goals, and support instruction.
- Participate in the screening and interviewing of new staff members.
- Assist building administrators in developing budgets and purchasing instructional materials and equipment.
- Serve as a resource for current research and practices in Technology.

Additional Responsibilities:

- Research instructional hardware, instructional software, and Technology trends for the purpose of improving instruction.
- Develop and oversee implementation plans for new instructional hardware and software.
- Perform such other tasks and assume such other responsibilities as the director of Technology may assign or delegate.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually by the Chief Academic Officer in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions),

sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 8/29/2023

CERTIFIED BY: CJ Comella
Assistant Superintendent for Personnel