

## **JOB DESCRIPTION**

## **TRENTON BOARD OF EDUCATION**

### **CONFIDENTIAL POSITION**

### **Executive Director of Technology and Innovation**

**JOB TITLE:** EXECUTIVE DIRECTOR OF TECHNOLOGY AND INNOVATION

**REPORTS TO:** Superintendent

**SUPERVISES** Network Coordinators, Information Technology Analysts, Technology Support Specialists.

### **NATURE AND SCOPE OF JOB:**

The Executive Director is an innovative, creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. Oversees the development, organization, implementation, coordination, and evaluation of technology across the district. Supports research-based practices involving digital tools and integration of technology into daily practical classroom use. The Director engages with administrators, educators, support personnel, parents and students to extend responsible and creative use of technology.

### **QUALIFICATIONS:**

The Executive Director of Technology and Innovation shall:

1. Hold a New Jersey certificate as Principal 6A:9B-12.5 or School Administrator 6A:9B-12.4
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years administrative experience.
4. At least three years experience with the use of technology, computers, networking, and information systems in a school or professional setting.
5. Successful experience implementing various technologies and educational software in instructional and classroom settings.
6. Hold PowerSchool IPT and PowerTeacher Pro Certification (preferred).
7. Demonstrate background and experience in state standardized assessments.
8. Hold one of the following certifications: Google Certified Educator Level 1 and 2 and/or Trainer, Microsoft Certified Educator, Apple Certified Educator (preferred).
9. Be a strategic thinker with strong communication, organization, and interpersonal skills.
10. Have the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's curriculum and instruction.
11. Have experience with Remote Learning, Distance Learning, and Hybrid Learning Programs.
12. Knowledge of privacy laws and digital literacy for staff and students.
13. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Executive Director of Technology and Innovation shall:

1. Establish and promote high standards and expectations for students and staff for academic performance.
2. Be responsible for planning, implementing, directing, and maintaining the district's use of educational technology within the instructional curriculum.
3. Evaluate and provide recommendations to complement classroom instruction with software applications and computer technology.
4. Oversee staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into academic programming.
5. Collaborate and coordinate the design, planning, support, professional development and implementation of technology throughout the district.
6. Lead, in collaboration with steering committees, in the development, evaluation, and implementation of the District's Technology Plan.
7. Oversee the district's Distance Learning Plan.
8. Upgrade infrastructure to support strategic initiatives.
9. Evaluate staff utilizing the Board Approved evaluation tool.
10. Manage personnel effectively to meet program, school, and district needs and objectives.
11. Direct, analyze and evaluate a variety of program related data (e.g. student assessments, teacher assessments, emerging technology trends, requested applications, systems and hardware, etc.) for the purpose of ensuring availability of technology resources.
12. Identify, develop, and report program related technology assessment results for the purpose of directing student and teacher growth toward technology integration, technology literacy, and technology use.
13. Communicate effectively with employees and stakeholders to troubleshoot and improve systems.
14. Communicate with parents, employees, administrators and outside organizations for the purpose of providing administrative support, enhancing program awareness, and assisting with program implementation.
15. Responsible for the administration of the District's internet and website and developing and implementing the web publishing policies.
16. Serve as the point person responsible for the timely dissemination of reports.
17. Create a district-wide list of standards for technology equipment, software, and services.
18. Institute a refresh cycle program for district technology, with inventory of all electronic devices.
19. Implement the print management program (copiers, printers, paper usage).
20. Provide direct support to school leaders in decision-making and professional development around the integration of technology into the curriculum.
21. Visit schools and communicate with instructional staff to identify technology needs that support instruction as well as leveraging technology in the delivery of instruction
22. Keep current with trends and issues in the technology industry, including current technologies and prices. Advise, counsel, and educate district staff, faculty, and management on their competitive or financial impact.
23. Assist instructional staff and school-level administrators in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students

24. Collaborate with administrators and instructional staff in regards to effective use of technology tools and resources to systematically collect and analyze pertinent data, interpret results and communicate findings to improve instructional practice and maximize student learning
25. Introduce instructional staff and administrators to new technology integration methods, materials and instructional strategies that have proven to increase student achievement
26. Participate in the school improvement process through goal-setting and implementation, as well as data analysis for instructional improvement
27. Work collaboratively and communicate effectively with District-level instructional supervisors, guidance supervisor and school administrators to evaluate, select and implement technology-enhanced learning experiences addressing content standards and student technology standards
28. Identify technology integration competencies among instructional staff, in collaboration with school administrators, and deliver appropriate coaching, training, and resources to support the professional growth of individuals
29. Evaluate results of professional learning programs to determine the effectiveness on deepening teacher content knowledge, improving teacher pedagogical skills and/or increasing student learning
30. Model and promote digital citizenship by facilitating safe, healthy, legal and ethical use of digital information and technologies
31. Coordinate with school and technical support staff for timely reporting of equipment needing repair or other support issues, as well as ensuring the smooth and successful deployment of new technologies to include troubleshooting basic software, hardware and connectivity problems common to digital learning environments
32. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.
33. Perform other related duties as determined by the Assistant Superintendent for Teaching and Learning.

#### **EMPLOYMENT TERMS:**

The Executive Director of Technology and Innovation shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for confidential employees.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

#### **EVALUATION:**

The Executive Director of Technology and Innovation shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – August 23, 2021

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