

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

TEACHERS Technology Specialist

NATURE AND SCOPE OF JOB:

The innovative learning coach is a full-time position focused on providing teachers with the pedagogical support to effectively leverage technology in the classroom. This position requires a student-centered learning philosophy, creative problem-solving abilities, interpersonal and communication skills.

QUALIFICATIONS:

The Technology Specialist shall:

1. Hold the appropriate New Jersey Teacher certification.
2. Minimum 3 years teaching experience.
3. Be a Google Certified Educator Level 1 or Apple Teacher Certified (preferred).
4. Possess demonstrated leadership skills.
5. Have the ability to effectively communicate with all stakeholders.
6. Have the ability to design, write and implement a curriculum that reflects the content area with respect to concepts, knowledge and skills in terms of current research.
7. Demonstrate knowledge of current research focused on the positive effects of instructional technology on academic achievement.
8. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Technology Specialist shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Identify the needs for technology enhanced teaching. Work with department supervisors and principals to articulate department and school specific needs.
3. Train staff in the utilization of technology devices, software, and apps in instruction.
4. Participate in leadership planning and collaborate with technology vendors, staff, and school leadership to support in the development and execution of instructional technology plans.
5. Assist teachers in the creation and execution of technology projects that are linked to student performance and support the district's curriculum.
6. Implement training programs for teachers in the use of technology and assisting them in implementing this skill through lesson planning and instructional design, focusing on teacher and student success.
7. Lead and support grade level faculty in the integration of effective uses of digital technology through a consistent pattern of strategic outreach and informal support through direct coaching, modeling and co-teaching.

8. Train teachers in and model design and implementation of technology-enhanced learning experiences emphasizing creativity, high-order thinking skills, and critical thinking.
9. Facilitate the selection and use of adaptive and assistive technologies as appropriate to support student learning.
10. Develop and implement long-range plans for technology application in the schools.
11. Model and facilitate safe, healthy, legal, and ethical uses of digital information and technologies.
12. Participate in professional learning and meetings.
13. Collaboratively develop engaging lessons with faculty and provide support through classroom observations, modeling and co-teaching.
14. Nurture and grow student opportunities for leadership in technology.
15. Work closely with the computer teacher and media specialist to fully integrate digital media into instruction and learning.
16. Support district initiatives and proposals that are designed to assist in improving instruction.
17. Create a repository for technology information, which would include sites and links that support district-wide technology development programs.
18. Assist in the design of staff development opportunities, which allow for the infusion of the effective use of technology in the classroom, providing input in creation of the PD plan.
19. Maintain educational research and emerging trends regarding effective use of technology and encourage evaluation of new technologies for their potential to improve engagement and learning.
20. Perform other related duties as assigned by the immediate supervisor.

EMPLOYMENT TERMS:

The Technology Specialist shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits and leave time as specified in the TEA Collective Bargaining Agreement.
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 Technology Specialist shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

TEACHERS