

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

TITLE: Technology Coordinator

QUALIFICATIONS:

1. Minimum of a Bachelor's Degree in education, computer science, mathematics, business or related field.
2. Masters in Technology or Educational Technology preferred.
3. Documented experience in the use of word processing, spread sheet and database management software.
4. Experience in the development and implementation of training programs.
5. Experience as a classroom teacher preferred.
6. Experience in grant writing preferred.
7. Experience with interactive educational technology preferred.
8. Demonstrated experience in integration of technology into instruction.
9. Knowledge of networks, computers and associated software/hardware helpful.
10. Evidence of good moral character as determined by reference checks, fingerprint review and observations.
11. Such alternative qualifications as the Board of Education may find appropriate and acceptable.
12. Consistent attendance.

PRIMARY FUNCTION: Assist staff in the use of and integration of classroom technology, including hardware and software applications, to promote effective integration of classroom technology relevant to curriculum integration, administrative efficiency and staff development. Provide training and support of the classroom technology to all district teaching staff. Assist Director of Technology and staff in selecting appropriate educational classroom technology to meet classroom and curriculum requirements.

REPORTS TO: Chief Academic Officer

PERFORMANCE RESPONSIBILITIES:

1. Consult with the building level staff on classroom technology needs as they relate to curriculum, instruction and staff development.
 2. Conduct ongoing training needs assessment.
 3. Schedule & facilitate technology training workshops at various times convenient to staff.
 4. Research software applications and technical information relevant to technology staff development and curriculum integration.
 5. Attend local and regional workshops, conferences and training sessions.
 6. Participate in the Gloucester County Curriculum Consortium meetings.
 7. Provide instruction for users on current and newly acquired technology.
 8. Support and assist staff with the management of staff webpages on the district's website.
 9. Maintain webpages relevant to staff training and support on the district website.
 10. Assist teachers with the setup and use of various district level support systems such as electronic Gradebook (PowerSchool), electronic lesson plans (Oncourse), teacher observations (Teachscape).
 11. Assist in development and review of district technology plan.
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Job Description: Technology Coordinator

12. Interact with vendors of new and emerging technologies to optimize services within the district, including evaluating, selecting and supervising use of new products and services as directed by the Director of Technology.
13. Prepare grant proposals designed to secure additional funding for the school district in the areas of technology, curriculum integration, and staff development as directed by the Director of Technology.
14. Develop and initiate procedures to evaluate effectiveness of the instructional technology program as well as recommendations for improvement.
15. Assist in obtaining usage agreements from all users of district technology.
16. Perform such other duties as may be assigned by the Director of Technology.

TERMS OF EMPLOYMENT: Full Time 10-month work year September 1- June 30th; salary commensurate with qualifications and experience. Five days over the summer.