

# ABSECON PUBLIC SCHOOLS

## Job Description

### **TITLE: Educational Technology Specialist**

#### **QUALIFICATIONS:**

1. Bachelor's degree in a related field, Master's preferred
2. NJ Teaching Certificate
3. Three to five years of related experience in education, with 3 years in the classroom preferred, or any equivalent combination of training and experience
4. Strong interest and experience in pedagogy and innovation
5. Experience working with diverse learners
6. Expertise in Apple hardware, PC hardware, Chromebooks and G Suite for Education Administration, and current best practices as it relates to instructional technology tools, instruments, software, etc.
7. Exceptional project management and execution skills, including the ability to create, employ, and manage a district-wide instructional technology plan and relevant resources, training, schedules, PD programs, etc.
8. Experience with presentations, virtual interactions, while Live Streaming events across multiple platforms.
9. Ability to work independently and within a team
10. Effective verbal and written communications skills
11. Strong interpersonal skills
12. Adherence to the highest level of professionalism by demonstrating honesty, integrity, and maturity

#### **REPORTS TO:**

- ✓ Director of Special Services/Curriculum and Superintendent

#### **JOB GOAL:**

- ✓ The Educational Technology Specialist will assist the faculty, students and families in integrating appropriate and innovative technologies to support, enhance, and extend learning in grades preschool to eight. The Educational Technology Specialist will also support network administration and infrastructure in conjunction with the District IT Department. The Educational Technology Specialist will also instruct courses to integrate media arts and technology. Additionally, this specialist will develop and monitor a comprehensive instructional technology professional development plan for staff/students/parents as well as implementation of such instructional technology best practices.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Provide Educational Technology guidance and expertise for grades Preschool to eighth grade faculty, staff, students and families especially in the areas of iPads, ChromeBooks, G Suite for Education, and all relevant programs

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intended and designed to enhance the educational experience and learning process.

2. Provide high quality instruction to students ranging from preschool through eight that integrates media arts and technology.
3. Work collaboratively with colleagues to design, develop, and deliver Educational Technology initiatives that align with the mission of the school and the needs of the classroom.
4. Support Educational Technology use through daily advising, collaborating, and training of teachers, staff, families and students both in and out of the classroom.
5. Provide support for educational technology devices, systems, and content and manage device repair and servicing per warranties.
6. Evaluate the effectiveness and sustainability of current and future uses of Educational Technology in grades preschool to eight.
7. In partnership with the Director of Operations, research and propose new ways to enhance teaching and learning, promote innovation, and foster purposeful, meaningful, and creative integration of technology.
8. Function as a liaison with the Director of Special Services/Curriculum to ensure seamless coordination of technology tools supporting curriculum, instruction, and assessment.
9. Perform onboarding of data and student information annually, and as needed, for subscription accounts and information systems.
10. In coordination with school policies and procedures, promote continued development and use of the school's digital citizenship program, and current technology standards.
11. Perform other duties as assigned.

### **TERMS OF EMPLOYMENT:**

- ✓ Ten (10) month
- ✓ Salary as negotiated through the Absecon Education Association/CBA.

### **EVALUATION:**

- ✓ Performance of this job will be evaluated annually in accordance with the state law and the provisions of the Board's policy on evaluation of certified personnel using the Danielson Teaching Evaluation Model.