LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

DIRECTOR OF INSTRUCTIONAL TECHNOLOGY

QUALIFICATIONS:

1. Valid New Jersey Supervisor's Certification.
2. Master's Degree.
3. Two to five years' experience as an Instructional Supervisor, with previous experience utilizing the Danielson model preferred.
4. Experience with and knowledge of best practices in curriculum, instruction and evaluation of staff.
5. Knowledgeable in instructional pedagogy & strategies and ability to model effective lessons and coach staff.
6. Ability to effectively use data to inform instruction and other decisions within the District.
7. Experience with and knowledge of current infrastructure products.
8. Working knowledge of a current Student Information System (SIS) and NJSMART requirements, preferably Genesis.
9. Previous successful experience in the leadership of a team.
10. Strong analytical, communication, writing and interpersonal skills.
11. Ability to effectively communicate with students, staff and community members.
12. Demonstrated ability to deliver professional development and formal presentations in an effective manner.
13. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Superintendent & Assistant Superintendent

JOB GOALS: To direct an ongoing program of curricular, instructional, professional development and evaluation to enable a cycle of continuous improvement in meeting the educational needs of each student. To administer and supervise all components of technology related to instruction; to supervise applied technology and instructional technology programs; to provide a state of the art technology program and to create 21st century learning environments and opportunities for the students of the Livingston Public School District.

JOB RESPONSIBILITIES:

1. Observe, supervise and evaluate the staff.
2. Collaborate with administrative team to ensure standards based formative and summative assessments are developed incorporating and utilizing technology when appropriate.
3. Work collaboratively with the other Administrators to use student performance data to inform best practices in professional development and curricula.
4. Serve as Chair for the Instructional Technology Committee, as well as initiatives such as Future Ready.
5. Ensure effective integration of technology into curricula.

6. Design and implement needs assessment tools for measuring the utilization and effectiveness of technology in the district including the development of curriculum.
7. Provide leadership for the staff and the students on the ethical and moral uses of technology.
8. Collaborate with District administration to create, deliver, and evaluate professional development programming as it relates to technology for all staff.
9. Provide vision and leadership for developing and implementing information and educational technology initiatives in a school district environment.
10. Direct the planning and implementation of enterprise IT systems in support of educational and business operations in order to improve cost effectiveness, service level quality, and development.

Other duties as assigned by the Superintendent or the Assistant Superintendent.

TERMS OF EMPLOYMENT:

This is a full-time twelve-month non-affiliated position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually by the Superintendent and the Assistant Superintendent in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Board approval date: