

## PEMBERTON TOWNSHIP SCHOOLS

### Job Description –Central Office Administration

**POSITION:** Assistant Director of Technology and Digital Learning

**DEPARTMENT:** Administration

**QUALIFICATIONS:**

1. Bachelor Degree in information and/or computer related field preferred (but not required).
2. Two years supervisory experience in an LEA (Local Educational Agency) or School District preferred.
3. Demonstrated expertise in organization, analysis and problem solving and use of computers in education.
4. Demonstrated ability to develop long-range plans for technology applications in schools and to conduct related budget analysis.
5. Broad knowledge of instructional technology equipment and applications, on-line services, technology resources and integration of technology across the curriculum.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Technology and Digital Learning

**OVERALL RESPONSIBILITY:**

To provide leadership and supervision in assisting the Director of Technology in the development, implementation and coordination of the District Instructional and Administrative technology plans to enhance instruction through technology across the curriculum and to promote efficiency in the schools through the use of technology.

**ESSENTIAL AREAS OF RESPONSIBILITY:**

1. Collaborate with the Director of Technology in the process of review/recommendation of equipment bids/quotes, purchase approvals, and standardization of equipment.
2. Assist the Director of Technology in the supervision of work performance of the technical staff and school-based technology coordinators in order to build and maintain a highly effective technology team.
3. Assist the Director of Technology, in conjunction with the administration, in the development of a district-wide master plan for the successful use of computers in education, and prepare budgetary requirements for implementation and maintenance.

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4. Assist the Director of Technology in pursuing grants and related funding activities associated with the advancement of school technology including, but not limited to the E-Rate Program.
5. When applicable, collaborate with the Director of Technology to organize and implement seminars/workshops and in-service programs to train administrators, teachers, support staff and students in the integration of available technologies to enhance teaching and learning.
6. When applicable, provide the necessary training, including hands-on activities and demonstration lessons for teachers and administrators in the successful utilization of educational technology.
7. Assist the Director of Technology in developing and maintaining lines of communication with major distributors of educational technology that serve the educational needs of school districts.
8. Assist the Director of Technology in supporting the District Technology Committee, which will develop recommendations in the selection, preparation and evaluation of courseware materials for the educational program.
9. Assist the Director of Technology in the coordination of activities within the Department of Curriculum and Instruction by working cooperatively with the administrative staff in all matters relating to the utilization of technology in education.
10. Assist the Director of Technology in the continuing development of district-wide electronic information systems and coordinate technical staff to provide assistance as needed.
11. Assist the Director of Technology in maintaining accurate inventories of instructional courseware, computer equipment. Ensure courseware license and copyright protection compliance.
12. Assist the Director of Technology in facilitating maintenance activities and develop ongoing plans for phased replacement of computers & network hardware.
13. Assist the Director of Technology in managing and maintaining district technology related to network design, wide area connectivity, device configuration, Internet/Intranet connectivity, remote access, migration and other services as required.
14. Assist the Director of Technology in designing, maintaining and troubleshooting the district's voice, data and video network, including PA systems.
15. Assist the Director of Technology in the submission of all necessary local, state and federal submissions.
16. Assist the Director of Technology in implementing all necessary protocols to prevent, protect, and effectively respond to any cybersecurity attack.
17. Protect confidentiality of records and information about staff, and use discretion when sharing access to any such information within legal confines.
18. Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the school district.
19. Serve as a role model for students and staff in demonstrating positive attitude, appropriate attire and grooming and an effective work ethic.

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20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Support the successful integration of technology based on curricular direction.
22. Perform all responsibilities in a professional, courteous and cooperative manner and maintain strict confidentiality of school, school district, and Board of Education information and records.
23. Performs other duties as assigned by the Director of Technology which shall fall within the scope of his/her employment.

### **TERMS OF EMPLOYMENT:**

Confidential Central Office Administrator

Twelve Month Contract - 5 days per week

Salary to be determined by the Pemberton Township Board of Education.

Benefits as provided by the Pemberton Township Board of Education and at least equal to those provided to the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township School District as needs necessitate. Further, this job description does not constitute a written employment contract.

### **EVALUATION:**

Job performance will be evaluated in accordance with the Board's policies and procedures.

Adopted by: Pemberton Township Board of Education

Date: 06/20/2024