

# TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

### INSTRUCTIONAL TECHNOLOGY TEACHER

#### QUALIFICATIONS:

1. Valid NJ Teaching Certificate
2. Minimum of 4 years successful teaching experience in the area of computers and technology.
3. Able to assess students' educational progress with technology.
4. Knowledge of New Jersey Common Core State Standards.
5. Experience in planning and delivering staff development.
6. Knowledge of best instructional and research practices to effectively train, model, coach and make recommendations for improving student achievement in the area of technology.
7. High degree of organizational and problem solving skills.
8. Commitment to continuous professional learning.
9. Able to work collaboratively with staff.
10. Excellent interpersonal, oral and written communication skills.

#### REPORTS TO:

Assistant Superintendent of Curriculum, Instruction, & Assessment

#### JOB GOAL

The goal of the Instructional Technology Teacher is to improve student achievement by supporting educators as they strive to enhance instructional practice. To provide the requisite assistance to the teaching staff and students in preparation for PARCC, and the technology skills mandated.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

1. Provide continuous systematic procedures and opportunities for professional growth for teachers in web based instruction (e.g., through demonstrations, in-service courses, workshops, seminars, etc.).
2. Provide for his/her own professional growth by attending demonstrations, in-service courses, workshops, seminars, conferences etc., as approved by the District Administrator.
3. Assist in the evaluation of on-going software programs and make recommendations for change.
4. Provide new teachers with orientation regarding philosophy, procedures and materials on district curriculum.

5. Work as a resource to teachers by providing assistance with struggling technology learners by utilizing professional/classroom materials, modeling, collaborative lesson planning, and intervention ideas.
6. Help teachers diagnose technology strengths and weaknesses and align these skills to appropriate techniques and materials.
7. Assist teachers by modeling lessons and providing consultation and intervention when requested.
8. Serves as a resource person to fellow staff members in matters relating to instructional technology.
9. Cooperates with other members of the staff in planning instruction goals, objectives, and methods in web based instruction.
10. Assists in the selection of software, equipment, and other instructional materials and electronic devices.
11. Conducts workshops for classroom teachers and other personnel in the use of web based instruction and electronic devices.

**TERM OF**

**EMPLOYMENT:** Ten (10) Month Position

**BARGAINING UNIT:** TEA

**SALARY:** In accordance with TEA Bargaining Unit Salary Guide

**STATUS:** Hourly\_\_\_\_ Salaried X  
Exempt\_\_\_\_ Non-Exempt\_\_\_\_

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified/non-certified staff and the collective bargaining unit, if appropriate.

**BOARD APPROVAL:** \_\_\_\_\_

Board Approved  
October 26, 2015