**Director – Instructional Technology**

**NEWARK BOARD OF EDUCATION  
HUMAN RESOURCE SERVICES  
765 BROAD STREET, NEWARK, NEW JERSEY 07102**  
       (Pending availability of funds and Board of Education approval)  
   
The Superintendent invites qualified and interested persons to apply for the position of  **Director - Instructional Technology**

**QUALIFICATIONS AND REQUIREMENTS**  
1. Master’s degree required in Technology Education or educational administration/leadership.  
2. New Jersey Principal Certificate Standard or Certificate of Eligibility   
3. Minimum of three (3) years successful experience as a principal or administrator.  
4. Minimum of four (4) years successful experience in teaching Instructional Technology.  
5. Knowledge of New Jersey Student Learning Standards for curriculum, assessment and instruction.  
6. Demonstrated knowledge of subject specialty and effective teaching methods.  
7. Ability to create a District-level professional development program.   
8. Ability to maintain a positive learning environment.  
9. Strong interpersonal and communication skills.  
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status \*As defined in N.J.A.C. 6A:9-9 Instructional certificates.  
  
  
**BASIC FUNCTIONS AND RESPONSIBILITIES**  
1. Sets policy, organization, and duties of departmental staff.  
2. Initiates short and long range planning.  
3. Make recommendations for program development and implementation.  
4. Researches and informs with regard to trends in education and the application of instructional technology in the teaching and learning process.  
5. Collaborates with the Executive Director of Research, Evaluation and Testing to develop effective student information systems to track, monitor and assess student achievement data.  
6. Provides Assistant Superintendents, school site leaders and instructional staff with support and training in the use of technology to support student learning.  
7. Meets with school administrators, District support staff and teachers to determine learning or teaching functions which may be enhanced, supplemented or optimized by the use of current or emerging information technology systems.  
8. Reviews, evaluates and makes recommendations for the procurement of computer hardware and software for classrooms and computer labs.  
9. Identifies training and staff development needs and develops a district-wide program for use of computer science.  
10. Coordinates with vendors and Information Services staff to provide ongoing educational technology training and development classes and workshops.  
11. Assists in the recruitment of instructional personnel.  
12. Prepares plans and specification for new, relocated, and renovated activity and special service rooms, which includes specifications for appropriate furniture and equipment.  
13. Supports instructional technology that aligns to the New Jersey Student Learning Standards.  
14. Maintains productive liaison with appropriate administrators at the county, state and federal levels.  
15. Supervises, maintains records and evaluates programs as well as the Supervisor of Educational Technology.   
   
  
**REPORTS TO**: Assistant Superintendent of Teaching and Learning  
  
  
**SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION**  
1. Salary: Compensation is competitive and based on experience.  The salary range for this position is $151,500 to 169,500.  
2. Employment period: 12 Month Calendar.  
3. Union affiliation: City Association of Supervisors and Administrators (C.A.S.A.).

**THE NEWARK BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**