



## **Nutley Public School District Job Description**

**Job Title:** Director of Instructional Technology and Communication

**Department:** Office of the Superintendent

**Reports To:** Director of Curriculum and Instruction

**Salary Guide:** Administrative Unit; Eleven-month contract

**GAAP Code:** XX-XXX-XXX-XXX-XX-XXX-X

### **Position Summary:**

To, either directly or through the proper delegation of authority, provide leadership in the planning, development, coordination, and evaluation of the use of technology within curriculum/instructional programs and related district-wide professional development programs and services; and to develop and maintain a climate of open communications with the superintendent, the central office administration, building administrators, the Board of Education, teachers and staff, parents, and the community; and to promote strategies to provide information to all stakeholders about the school district and its programs, activities, and budget; and facilitate available grants.

### **Qualifications:**

Experience with web design, publication, and communication. Demonstrated effective written and oral communication skills, administrative, organizational, and interpersonal skills are required. Master's degree or higher and administrative or leadership experience preferred with extensive knowledge of technology, resources, and state- of- the- art practices. Possession of or eligibility for a valid New Jersey principal certificate.

### **Position Objective:**

To ensure that the use of technology to support teaching and learning the K-12 in all aspects of instructional program is well-developed, aligned with the New Jersey Core Content Standards and district objectives, clearly articulated, and consistently carried out; and to ensure that Nutley public schools communicates effectively and efficiently with all stakeholders so that the district is looked to as the primary source for information regarding all matters involving operations.

### **Essential Duties:**

The director of K-12 Instructional Technology and Communications has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley Public School District, and the terms of the contract with the Nutley Administrators' Association, with all of which he/she is expected to be familiar. These are detailed below.

### **K-12 Curriculum and Instructional Supervision**

- Works collaboratively with the superintendent, directors of Curriculum and Instruction and Technology, subject area coordinators, and the principals to develop, implement, and sustain the K-12 curriculum, reflective of best practices, with innovative and effective infusion of technology.
- Ensures quality instruction, coordination, and continuity of the K-12 Technology curriculum.
- Accepts primary responsibility for ensuring that policies affecting curriculum and instruction are carried out.

- Defines and implements best practices and continuous improvement strategies with high expectations for performance.
- Assists in the evaluation of instructional methods and programs insuring that the district's educational objectives on a K-12 continuum are met.
- Assists in the study and evaluation of and, as appropriate, recommends adoption of new instructional programs, texts, software, and materials to the Director of Technology and/or the Director of Curriculum.
- Motivates teachers to examine new instructional strategies, and classroom management techniques.
- Supports the integration of technology in instruction; including special education.

### **Professional Development**

- Designs and implements professional development activities consistent with district goals and initiatives.
- Provides leadership to insure understanding of the educational objectives of the technology program, and plans and administers in-service and professional development experiences accordingly.
- Accumulates and disseminates to building administration and instructional staff any information on new educational research and instruction.
- Coordinates the implementation of new programs and practices in technology including instructional and professional tools.

### **Administration**

- Accepts from the director of Curriculum and Instruction such responsibilities as the director chooses to delegate, and assumes full responsibility for discharging them.
- Collaborates with the Director in the area of staff development, supervision, curriculum development and assessment.
- Attends meetings, prepares reports, and creates position statements as requested by the director.
- Reviews research, developments, and innovations in the educational arena by reading current and cogent literature, attending professional and association workshops and conferences, and discussing developments and problems of mutual interest with the director.
- Exhibits leadership through involvement on appropriate committees within and between schools to promote technology use.
- Meets regularly with the director and level-alike administrators to keep them apprised of current issues.
- Reports regularly to the director on any developments or problems within the district coming to his/her attention and requiring the director's awareness or action.
- Works with the director in preparing the budget for K-12 technology curriculum and instruction and professional development.
- Evaluates district staff; as assigned.

### **Relationship to the Director of Technology**

- Works collaboratively with the director of Technology to ensure appropriate selection or development of professional technologies.
- Works collaboratively with the director of Technology to ensure effective training on selected technologies.
- Works collaboratively with the director of Technology to ensure effective implementation and use of selected technologies.

### **Relationship to the Principals**

- Works with principals to coordinate and organize grade level, level-alike, and departmental meetings to influence meaningful articulation of the instructional program.
- Assists principals with data analysis to develop programs, set goals, and support instruction.
- Participates in the screening and interviewing potential staff members when appropriate.

- Assists the building administrators in developing budgets and purchasing instructional materials and equipment.
- Serves as a resource person in current research and practice in technology.

### **Relationship to the Subject Area Coordinators**

- Ensures that technology supports curriculum and instruction.
- Works with principals to coordinate and organize grade level, level-alike, and departmental meetings to influence meaningful articulation of the instructional program.
- Assists coordinators with data analysis to develop programs, set goals, and support instruction.
- Participates in the screening and interviewing potential staff members when appropriate.
- Assists the coordinators in developing budgets and purchasing instructional materials and equipment.
- Serves as a resource person in current research and practice in technology.

### **Additional Responsibilities**

- Researches instructional/professional hardware, instructional/professional software, and technology trends for the purpose of improving instruction.
- Develops and oversees implementation plans for new instructional/professional hardware and software.
- Performs such other tasks and assumes such other responsibilities as the director of Curriculum and Instruction, from time to time, may assign or delegate.

### **District Communication**

#### **Board of Education**

- Assist with the preparation of Board Briefing and the Board of Education meeting agendas and calendars.
- Prepare meeting agendas and supporting materials for the district web site.
- Disseminate Board of Education meeting materials to the media, interested community members, school community, and schools.

#### **Superintendent**

- Oversee crisis communications.
- Serve as a member of the superintendent's cabinet.
- Serve as liaison for the superintendent with the Superintendent's Advisory Council and the PTA/PTSA.
- Assist the Superintendent in collaborating with the established district foundations.
- Prepare budget for public information department, in consultation with superintendent.
- Organize and maintain key communications.
- Accept assignments from superintendent as the superintendent chooses to delegate and assign.
- Serve on Technology and other committees as delegated by the superintendent.
- Assist with communications between Central Office and schools

#### **Community**

- Provide story ideas to reporters and maintain relationships with area publishers, editors, and reporters.
- Provide responses for public information in a timely fashion.
- Answer questions from reporters in a timely fashion based on communication with superintendent.
- Highlight accomplishments of district's students and staff members.
- Plan and prepare overall communications program for the district.
- Write, edit, and publish publications for all district needs, including but not limited to the State Report Card, Regional Review.

- Prepare, organize, and/or write annual publications including, but not limited to, calendars, handbooks, program of studies.
- Write, edit, and publish materials for Budget Mailer, Postcard, and other materials as needed.
- Suggest, create, and publish special interest publications as needed.
- Create and publish materials for Human Resources, including brochures for CJPRIDE, letterhead, recruitment materials, posters, and mailings.
- Create flyers for school events and activities, working with teachers and district coordinators.

### **Website**

- Serve as webmaster for the district web site. Write and edit content. Revise design and navigation as necessary.
- Oversee daily changes and updates to the web site.
- Prepare weekly E-News updates and distribute to staff and community members.
- Contribute to staff web site.
- Create and oversee district-wide system for creating, publishing, and maintaining content.

### **Committees and Organizations**

- Responsible for the communication of the district's ongoing strategic planning work.
- Serve as coordinator for programs as needed.
- Prepare summary notes of monthly meetings of the Administrative Council, Superintendent's Advisory Council, and PTA/PTSA meetings with the superintendent.
- Respond to all public inquiries.
- Assist with the preparations for professional development including, but not limited to, New Teacher Orientation, articulation days, and faculty and administrative trainings.
- Assist with coordination of district events.

### **School District**

- Maintain associations with township officials and local businesses.
- Maintain associations with professional organizations on a local, state, and national level.
- Make recommendations/suggestions to the administration on a variety of school and state issues.
- Seek information on relevant and appropriate grants offered (both public and private).
- Monitor progress toward using the Internet to research for grant opportunities to support and enhance school programs and services.
- Disseminate information regarding grant opportunities to school staff.

### **Evaluation of Performance**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the *Evaluation of Administrative Personnel*.

### **Supervisory Responsibilities**

This position is responsible for supervising instructional staff as appropriate.

### **Additional Responsibilities**

Performs such other tasks and assumes such other responsibilities as the superintendent may assign or delegate.

### **Evaluation**

Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation of administrative personnel by the superintendent.

**Computer Skills**

Advanced proficiency in computer applications pertinent to support the position, including but not limited to communication systems; web design; web management; Student Information Systems; databases; interactive instructional technologies; student performance management systems; networks, and office and personal applications and devices.

**Physical Demands**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

**Board Approval Date:** \_\_\_\_\_

**Certified by:**           **Russell Lazovick**            
**Superintendent of Schools**