

Supervisor of Educational Media and Technology, K-12

JOB DESCRIPTION

POSITION TITLE MINIMUM

Supervisor of Educational Media and Technology, K-12

QUALIFICATIONS

NJ Supervisor certificate required; NJ Educational Media Specialist preferred; experience with and knowledge of audio-visual equipment, PC platforms and software applications (word processing, data-base and spreadsheet); and familiarity with portal systems; experience with curriculum development, program assessment and staff development; demonstrated ability to work effectively in the areas of program implementation; strong leadership and communication skills; required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO JOB GOAL(S)

Assistant Superintendent for Curriculum and Instruction

JOB RESPONSIBILITY AND AUTHORITY

To effectively lead the Department of Educational Media Technology, K-12 in ensuring the development of appropriate student skills; to motivate department staff members; to ensure development of core curriculum content standards within the student body; to promote effective professional development for integrating technology into curriculum and instruction.

The primary responsibilities to the supervisor are to lead staff in the development, implementation, and assessment of the District's library, audio-visual, Internet and television/broadcast programs. As a teacher of teachers, the supervisor will assist staff in the continuing effort to improve instructional opportunities and outcomes for students.

PRIMARY RESPONSIBILITIES

1. Implements the district's Model for Curriculum Development as it applies to the K-12 District's Media Technology program, to the library, and to the Columbia High School Television Arts Program;
2. Directs the periodic monitoring of the K-12 Educational Media Technology programs according to the District Program Assessment Model;
3. Develops, administers, and monitors a budget to support the K-12 Educational Media Technology program in conjunction with building principals;
4. Oversees the selection, purchase, and inventory of all supplies, equipment, and repairs as appropriate for K-12 Educational Media Technology programs;
5. Plans and provides professional development activities designed to enhance the integration of technology into the curriculum and enrich instructional practices;
6. Plans and provides the professional development for building leaders necessary for them to become partners in supervising the K-12 Educational Media Technology program;
7. Develops and recommends a long-range plan for programs and equipment for student computing;
8. Manages and enhances the District's print, multi-media, electronic, and computer software collections;
9. Acts as the primary evaluator for all Educational Media Specialists, School Technology Facilitators, television arts staff, and respective support personnel;
10. Maintains effective relationships between the Educational Media Technology programs and other program areas, and with other professional and community groups;
11. Joins the building principals in recommending for employment and assignment all Educational Media Technology staff;
12. Conducts all department meetings for media technology staff members to effect the articulation of these programs;
13. Joins other district curriculum supervisors in providing instructional program leadership in the district;
14. Demonstrates a record of remaining current in developments in instructional technology and reflects the ability to define the educational conditions under which these developments may improve district instructional practices;
15. Assists the Office of Human Resources in recurring Educational Media Technology staff;
16. Responsible for integrating technology into teaching and learning in the content area;
17. Responsible for maintaining current related content on district website; and
18. Perform all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

WORKING RELATIONSHIPS To maintain effective relationships with teachers, parents,

OF THE POSITION students, administrators and other supervisors.

TERMS OF EMPLOYMENT 12 Months - Salary as per ASCA Agreement