

Hillsborough Township School District

JOB DESCRIPTION

Title: Computer Support Teacher

- Qualifications:**
- 1 Has experience with and /or extensive knowledge of educational technologies.
 - 2 Holds or is eligible for a New Jersey Instructional Certificate with appropriate endorsement.

- Primary Function:**
- 1 Trains all staff at various grade and subject levels in the efficient and effective use of the district's technology
 - 2 Provides assistance and support for all technology and technology related issues in assigned building(s).
 - 3 Works with district technology staff in the installation, maintenance and repair of technology equipment, as needed.

Physical Requirements: Must be able to:

- 1 Stand, walk, reach, bend and occasionally lift between 10 and 50 pounds.
- 2 Operate and use classroom equipment.

Report Level: Director of Technology and Building Principal

Major Duties and Responsibilities:

- 1 Acts as first line of support for computer problems in the building. Performs troubleshooting and minor repair of computer equipment.
- 2 Uses the district work order system to log and respond to building related technology trouble tickets.
- 3 Demonstrates competence in the use of technology for instructional purposes.
- 4 Provides training and in-class support for building staff in the use of technology for their professional and classroom use. (Workshops, telephone support, classroom visitations, co-teaching lessons, walk in support, etc.)
- 5 Participates in planning and implementation of technology workshops and training projects.

- 6 Assists classroom teachers, recommending training and proper evaluation of technology integrated activities in the classroom by providing on-site and on demand assistance as needed.
- 7 Provides activities and experiences to meet the technology needs, interests and abilities of staff and students throughout the building.
- 8 Takes primary ownership of learning and mastering new district technology (equipment and software).
- 9 Assists in developing and updating the district's online repository of technology related documentation, links, and support that align with district curricula and available technologies.
- 10 Facilitates school participation in technology programs and activities.
- 11 Works with the principals and supervisors to provide access to technology resources and services of the technology facilitator at point of need.
- 12 Instructs staff on using instructional methods and materials that are most appropriate for meeting stated objectives.
- 13 Participates in identifying technology (hardware and software) that meets staff and pupil needs in cooperation with other professional staff members.
- 14 Maintains professional competence in the area of technology through participation in in-service activities provided by the district and/or self-selected professional growth activities.
- 15 Takes reasonable precautions to protect staff, students, equipment, materials and facilities.
- 16 Cooperates professionally with other members of the staff.
- 17 Performs all other duties within the scope of the position, as may be assigned.

Terms of Employment: In accordance with negotiated agreement.

Evaluation: In accordance with Board of Education policy.