

TITLE: **Teacher Technology Mentor**

- QUALIFICATIONS:**
1. Hold a New Jersey instructional certificate in accordance with the requirement of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11. Preference will be given to individuals holding New Jersey administrative or supervisory certification, though not required.
 2. Preference will be given to individuals holding a Master's Degree in Instructional Technology from an accredited college or university.
 3. Be a tenured teacher in district. Have at least five (5) years of successful classroom teaching and be highly recommended by the Principal for the position.
 4. Demonstrate excellent leadership and organization skills and the ability to motivate staff.
 5. Have excellent integrity and demonstrate good moral character and initiative.
 6. Demonstrate knowledge and understanding of curriculum development that utilize technology toward effective instructional strategies, classroom management, and digital citizenship.
 7. Exhibits a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration and parents.
 8. Demonstrate the ability to communicate effectively both orally and in writing.
 9. Demonstrate proficiency in use of computers and related devices, software and learning management systems.

REPORTS TO: Principal Supervisor of Technology

NATURE OF ROLES: Mentor to teachers; model to teachers, instructional leader, data analysis, and teacher liaison (non-evaluative) with matters relating to instructional technology.

NATURE OF WORK: Under the direction of the principal with support from the Director of Curriculum and Instruction, and Supervisor, the primary role of this individual is to act as an agent of change, leading initiatives that will systematically result in high levels of engagement thinking among students and teachers.

PERFORMANCE RESPONSIBILITIES:

- encourage self reliance by diminishing fears of teachers;
- provide support for developing content;
- provide support for instructional practices;
- provide support for managing the 1:1 classroom;
- create demonstrations of instructional practices;
- provide timely constructive feedback to colleagues;
- attend two annual mentor meetings with the Supervisor of Technology in order to share experiences;
- review the utilization and capacity of the Tech. Mentor group;
- make recommendations to the school Professional Development Committees;
- work out of the help desk area in the library for three period and one unit lunch period out of the 4-day rotating block;
- report on engagements with the staff for professional development tracking purposes;
- monitor the students in the Student Computer Assistance Group and other students in the help desk area;
- present to the faculty, community, and BOE as needed.

DUTIES AND REPSONSIBILITIES:

- Effectively integrates the use of technology as an instructional tools to support student learning
- Models and supports effective teaching strategies and techniques with technology integration in a non-evaluative manner
- Facilitates ongoing dialogue about instructional practices related to technology
- Is informed of current research in learning across all areas and acts as an informational resource for teachers at the building level
- Assumes responsibility for supporting all teachers, and long term substitutes, at the building level

- Collaboratively work with staff and students;
- Create Presentations and multimedia content;
- support use of Haiku and other district learning systems;
- Facilitate workshops on Professional Development days related to technology.

TERMS OF EMPLOYMENT: Teacher's Contract, but appointed annually – ten months plus one additional assigned duty period plus one lunch period per four day cycle. The additional time will be compensated at district rate. Terms and condition of employment to be specified in the negotiated Agreement between the Board of Education and the Northern Valley Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Instructional Personnel. As a teacher, this responsibility will be evaluated and noted in the Supervisor's Summary Evaluation, reflective of the maintained reporting logs.

ADOPTED BY: Northern Valley Regional High School Board of Education

DATE: March 23, 2015