

PROFESSIONAL STAFF POSITION - JOB DESCRIPTION

TITLE: Coordinator of Innovation, Technology, and 21st Century Skills

QUALIFICATIONS:

1. Holds valid New Jersey Teacher Certification
2. Minimum three years classroom instructional experience
3. Demonstrated leadership in program development, curriculum integration, application of technology across the curriculum, design thinking, and Future Ready school initiatives
4. Demonstrated ability to serve as School Testing Coordinator for state mandated standardized testing
5. Highly skilled communicator and collaborator with the ability to foster differentiated instruction through staff development and modeling
6. Ability to procure and coordinate community partnerships to support innovative programming for grades 4-8
7. Demonstrated ability to provide direct instruction to students in the areas of entrepreneurship, game based learning, design thinking, digital literacy, and problem based learning
8. Required criminal history background check and proof of US citizenship or legal resident alien status
9. Such other qualifications as of academic, professional, and personal excellence as the Fair Haven Board of Education may specify
10. Demonstrated leadership in the use and application of technology in education
11. Demonstrated knowledge with state mandated standardized testing
12. Demonstrated knowledge with the Powerschool student information system

JOB GOAL: To enable all pupils to benefit from their educational opportunities in the areas of entrepreneurship, philanthropy, product design, and problem based learning to the fullest by effectively providing instruction, leadership, coordination, evaluation, and implementation of district programs in accordance with law, policy, regulation, and State standards.

SCHEDULE: 12 Month Employee

REPORTS TO: Building Principals, Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

1. Provide daily primary and direct instruction for all Fair Haven Innovates programming classes grades 4-8 in accordance with the New Jersey Student Learning Standards.
2. Develop and monitor curriculum for district Fair Haven Innovates program to support the integration of 21st century skills by: a) investigating and evaluating new programs, teaching techniques, materials, resources, and partnerships b) assessing current programs in the district as compared to state, national, and global trends, c) developing and implementing new programs and educational opportunities as a result

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3. Provides instructional leadership across departments and schools in grades 3 - 8. This involves the monitoring of student progress and the development and evaluation of innovation, technology, and 21st century programs in collaboration with the administrative team and in accordance with the New Jersey Student Learning Standards
4. Participates in the selection and recommendation for adoption of all instructional materials and delivery systems related to innovation, educational technology, and 21st Century Skills programs
5. Maintains a positive liaison with professional, civic, volunteer, and other community agencies and small businesses to support district programming
6. Serves as School Testing Coordinator for state mandated standardized testing
7. Serves as a support staff member for the district student information system (i.e Powerschool), specifically to assist in back end coding and support of the system
8. Provide staff training as appropriate and necessary in relevant areas including educational technology integration, use of Google, as well as other tech and web based resources throughout the school year
9. Performs such duties or additional special projects as may be assigned by the Superintendent

SALARY: To be determined by the Board of Education commensurate with training, experience, and responsibility

EVALUATION: According to state statute and Board policy and procedure