

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Supervisor of Academic Computing

**REPORTS TO:** Director of Information Technologies

**JOB SUMMARY:** Develops and monitors the K-12 technology curriculum in the areas of the technology budget associated with the K-12 curriculum, conducting the professional development activities of the staff, and developing and monitoring the integration of technology into the curriculum.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Administer the continual development and maintenance of a positive educational program designed to integrate “best practices” of technology into the K-12 curriculum of the Bethlehem Area School District.
3. Prepare and submit to the Director of Information Technologies curriculum recommendations with related costs relative to the yearly budgetary process of the Bethlehem Area School District.
4. Supervise the technology integration specialists assigned to carry out the implementation of the K-12 technology curriculum.
5. Supervise the academic integration teachers at the elementary level.
6. Provide leadership and direction through a monthly meeting with the designated technology representatives of each school building.
7. Implement, and maintain the Bethlehem Area School District’s technology plan pertaining to instructional technology, in accordance with the requirements of the Pennsylvania Department of Education.
8. Prepare an accurate inventory of all existing technology software and supplies utilized within the curriculum of the Bethlehem Area School District.
9. Prepare and present a monthly report to the Director of Information Technologies describing the activities and progress of the Academic Computing Department.
10. Develop and implement ways in which business and education can establish partnerships, which will enhance the use of instructional technology for education.
11. Coordinate all software purchases with the Director of Information Technologies.

12. Establish and/or update policies dealing with copyrights, ethics, and duplication of software, media selection, and acceptable Internet usage.
13. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
14. Performs other duties as assigned.

**QUALIFICATIONS:** Instructional Technology Certification or related experience.

**REQUIREMENTS:** Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Support staff; Instructional Meet and Discuss position; Cabinet Code – T.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

6/29/06-bac