TECHNOLOGY INTEGRATION SPECIALIST

Classification
Full-Time; Year-Round
Non-Exempt

Reporting
Reports to: Director of Educational Technology
Supervises: n/a

Position Description
Technology Integration Specialist

The Technology Integration Specialist is a dynamic, energetic and innovative educator responsible for helping teachers re-envision teaching and learning through the lens of contemporary instructional technology and approaches. This position will routinely circulate through all grade levels and disciplines, casually and formally, developing and running a variety of professional development opportunities, modeling appropriate and innovative classroom technology use, and producing video and print training materials. The Technology Integration Specialist works closely with Faculty, School Heads, and the Director of Educational Technology to identify needs, foster risk-taking, and champion strategies that improve teaching and learning.

Primary Responsibilities
- Facilitates school-based, high quality professional development, working with teachers (in teams or individually) to refine their knowledge and skills through in-class coaching, peer observing or modeling, evaluation of student work and/or developing lesson plans with teachers
- Plans and delivers professional development workshops for Faculty and Staff in a variety of formats, at times when participants are most available
  - Examples include: In-service programs, summer week-long technology integration boot camps, new-teacher orientations, opening day trainings, lunch-n-learn programs, Tech Tuesdays, Tech Wednesdays, etc.
- Observes instructional technology utilization in the classroom, assists teachers and models technology integration teaching strategies; plans to build proficiency among all faculty
- Acts as a curriculum and instructional specialist for integrating technology, and works closely with the Director of Educational Technology and School Heads to identify faculty professional learning goals; Plans and implements professional learning initiatives
- Researches trends in instructional technology for the purpose of making recommendations and assisting with the design and implementation of new innovative teaching strategies
- Develops video and print training materials for classroom technologies and other Academy programs
- Assists school faculty and staff in the operation of software and technology equipment, including but not limited to computers and software, peripherals, data network, communications and audio-video systems
- Participates in professional learning communities; attends national, state and regional instructional technology events
- Makes hardware and software acquisition recommendations; includes helping end users assess needs and providing justification for equipment and services

Requirements
- Bachelor's Degree in K-12 Education, 3+ years classroom teaching experience, or an equivalent combination of education and experience
- Demonstrated ability to change the teaching and learning process through the use of innovative technologies and practices
- Demonstrated working knowledge of modern classroom technologies, in addition to a variety of relevant applications and classroom technology integration strategies; classroom teaching experience preferred
- Demonstrated ability to manage, create, and deliver dynamic training opportunities to individual users as well as groups

- Advanced proficiency in the use of Microsoft Office Suite (Office 365), Google Apps, cloud technologies, iPad/iOS and mobile devices, as well as trending and common legacy classroom technology
- Experience producing and curating digital content; frequent authoring and contributing preferred
- Ability to learn new technologies, software, and processes thoroughly and quickly
- Excellent communication, interpersonal, and time management skills
- Ability to work independently, solve problems, and prioritize multiple projects/tasks
- Must be able to drive to all school facilities, using own vehicle

Compensation
Salary is competitive with area independent schools and commensurate with experience. Excellent health and retirement benefits are part of the employment package. Lunch is included when school is in session. Funding exists to support continuing education and professional development.

Application Information
Interested candidates should send a cover letter, a resume, and the names and contact information of three references by mail or email to:

Tim Winner, Director of Educational Technology
Shady Side Academy
423 Fox Chapel Road
Pittsburgh, PA 15238
twinner@shadysideacademy.org

Shady Side Academy is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, national origin, or disability. Our campuses are tobacco-free.

About Shady Side Academy
Shady Side Academy is a nationally respected private school in Pittsburgh for boys and girls in grades pre-kindergarten through 12, with an optional boarding experience in high school. Three age-specific campuses with extraordinary resources, teachers who actively mentor, a forward-thinking curriculum, a diverse and inclusive community, and a legacy of alumni accomplishments all inspire Shady Side students to high achievement in academics, the arts and athletics, and to meaningful ambitions in life. Visit the school's web site at www.shadysideacademy.org.