



*Villa Academy is a Catholic independent school  
dedicated to excellence in the education of the whole child and  
guided by the Cabrinian tradition of educating compassionate hearts and confident minds.*

## **JOB POSTING: Educational Technology Specialist**

Full-Time, Full Benefits

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**APPLY TO:** Villa Academy  
Attention: Villa Hiring Coordinator

**OPEN DATE:** April 24, 2015  
**CLOSING DATE:** until filled

### **JOB OVERVIEW**

The Educational Technology Specialist (ETS) will serve as an internal consultant and aide to the administration and faculty on matters related to the use and integration of instructional technologies and applications to supplement and enhance the academic program at Villa Academy. The focus of the ETS will be working with faculty and students.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- The ETS shall assist faculty in the integration of technology applications across the PS-8 curriculum.
- The ETS shall establish systems for faculty members to access, preview or receive available training in hardware usage and software applications.
- The ETS shall develop, coordinate and teach workshops and classes on instructional and administrative applications for technology during both the school year and summer.
- The ETS shall provide technical curriculum assistance regarding hardware usage, software applications and the general instructional use of technology in the classroom.
- The ETS shall research, develop and provide technology offerings in the Extended Day Program during both the school year and the summer.
- The ETS shall serve as an educational technology liaison to the Division Directors, the Director of Technology and the faculty.
- The ETS, while reporting to the Head of School, shall work closely with the Director of the Lower School, the Director of the Middle School and the Technology Director.
- Perform other duties as assigned by the Head of School or his designate.

### **QUALIFICATION REQUIREMENTS**

The Educational Technology Specialist shall possess a Bachelor's Degree (Master's Preferred) in Educational Technology or a related/similar academic discipline. The ideal candidate shall possess a Washington State Teaching Certificate and have excellent oral and written communication skills; the ETS must possess a collegial, collaborative and communicative temperament and be able to work productively with faculty members, administrators and the school community in general.

**APPLICATION PROCEDURE** - To be considered for this position please provide via [email](#) the items listed below (preferably in one PDF document) or email us to set up a shared Google Drive folder.

(For more information about Google Drive click [here](#)):

- A formal statement of interest in the position.
- A current resume with relevant experience and three references.

*Villa Academy is an equal opportunity employer and complies with all federal rules and regulations and does not discriminate in admission, access, treatment or employment on the basis of race, color, religion, sex, creed, age, national origin, marital status, or disability.*