ST. MARK'S
EPISCOPAL SCHOOL
A Community Engaged

Job Description
Technology Integration Specialist

St. Mark's Episcopal School seeks a Technology Integration Specialist to enhance learning through the implementation of technology across our campus. This role will work closely with the Technology Team, Dean of Curriculum and Instruction and Dean of Teaching and Learning. The role is crucial for the success of students and faculty and is responsible for facilitating Technology-related teaching and learning in the classroom. The Technology Integration Specialist position is a 12-month position.

Duties
- Guide, demonstrate, and support the integration, adoption, and implementation of technology in the classroom to enhance student learning
- Assist teachers with lesson planning to include technology integration throughout their curriculum
- Create, promote, and facilitate technology professional development for faculty and staff
- Collaborate with STEAM Educator and Dean of Curriculum and Instruction to develop and lead innovative projects with classroom teachers/grade levels that integrate technology across the curriculum and subject areas
- Develop and deliver training to students, faculty, and staff in the use of hardware and software in 1:1 and group settings
- Research, evaluate, and promote new emerging technologies that support teaching and learning
- Identify content that supports classroom instruction and enhance teacher options for content utilization and lesson integration through innovative use of technology
- Manage and support the learning management system
- Assist with online testing and test administration, minor tech support for faculty, staff, and students and maintaining and managing student devices
- Assist with start and end of year technology procedures and training including classroom technology set up, distribution of devices for students and faculty, onboarding training
- Support students in the online learning environment and monitor for student success
- Willing to teach a related elective, if needed

Other Duties
- Assume other responsibilities assigned by the Director of Technology or the Head of School

Required Skills and Experience

- Bachelor's degree in a related field
- 3-5 years of related experience in education with documented experience with integrating technology and project based learning
- A passion for learning and sharing technology with students and faculty
- Strong interest in experience in pedagogy and innovation
- Ability to interpret curriculum, application and integration with educational media and technologies
- Expertise in Apple hardware, Mac OS and iOS software and G Suite
- Ability to work independently and on a team
- Strong interpersonal skills

Physical Requirements and Work Environment
- Works in a sometimes highly stressful environment dealing with a wide variety of challenges
- Ability to sit and stand for extended periods of time
- Physical agility to lift up to 50 pounds; to bend, stoop, and reach overhead
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold