



## **ACADEMIC TECHNOLOGY COORDINATOR - Grades 5-12**

### **Summary of Responsibilities**

The Academic Technology Coordinator is an integrationist who supports faculty and student use of technology & digital resources to foster critical thinking, collaboration, creativity, and innovation. Assisting the Director of Technology with the support of educational technology programs such as Upper School BYOD, Middle School school-owned One-to-One, and the Makerspace are key responsibilities. This specialist will collaborate with faculty to integrate developmentally-appropriate technologies that support the curricular objectives while teaching technology skills students need to be scholars, effective communicators, global citizens, and lifelong learners. This position is also required to teach a high school computer science course.

### **Specific duties include, but are not limited to the following:**

- Collaborate with the Director of Technology to address school-wide technology goals, needs, and emerging issues. Contribute to the planning, development, communication, implementation, and evaluation of a shared vision for the PK3-12 educational technology program.
- Support technology initiatives, including but not limited to any new pilot programs, the BYOD, the LMS, Makerspace, digital subscription management, and the facilitation of faculty and student training.
- Collaborate with classroom teachers in the development of lesson plans and learning activities that meaningfully and purposefully include the use of technology.
- Troubleshoot and support faculty and student use of a wide range of technologies, both hardware, and software such as Windows, Chrome, and Apple devices, document cameras, media software and equipment, productivity applications, web and database applications, social media, and emerging technologies.
- Support faculty and student use of school-provided classroom technologies such as G Suite, Schoology LMS, MyBackpack SIS, iOS apps as well as software/applications selected by faculty for their courses and divisions.
- Collaborate with the P3 - Grade 4 Academic Technology Coordinator to create, implement and support documentation for students and faculty, including but not limited to Responsible Use Policy, digital citizenship, and school-provided accounts.
- Assist in the development of training and tutorial materials for parents, faculty, and students: conducting workshops, creating web-based learning activities, and crafting print and electronic tutorials.
- Engage in continuous professional development for the continued growth of skillsets that support educational technology and integration; conduct ongoing research into best practices and emerging technologies; regularly share ideas with the community.

- As a member of the computer science department, address specific goals and needs, including a yearly evaluation and revision of the curricular scope and sequence and teach an upper school computer science course(s).

**Qualifications**

- BA/BS degree required. Advanced degree(s) preferred
- Demonstrated experience applying technology in an educational environment
- At least three to five years of teaching experience preferred
- Ability to teach high school level computer science course(s)
- Ability to manage competing demands and adapt to frequent or unexpected changes
- Ability to work collaboratively and methodically with students, parents, faculty, and staff
- Ability to communicate effectively and positively with all audiences
- Ability to manage time effectively as it pertains to project deadlines
- Completion-oriented with ability to meet deadlines