



**Title:** Academic Technology Specialist

**Reports to:** Director of Information Services

**Job Summary:**

The Academic Technology Specialist's primary responsibility is to empower students and teachers to use technology to improve teaching and learning. This is a full-time faculty (FLSA exempt) position that works with students and teachers in both the middle and upper schools, grades 5-12. The position will join the nine members of the Information Services department.

**Qualifications:**

- College degree in a related field
- Experience in the classroom with sound teaching strategies
- Expertise and experience with teaching and troubleshooting software applications and online resources
- Demonstrated leadership in educational technology
- Ability to learn quickly and adapt as needed
- Strong analytical and problem-solving skills
- Creativity, initiative, and effective time management skills
- Strong collaborative skills and interpersonal abilities
- Possess a positive attitude, patience, and an ability to communicate effectively with both adults and children

**Responsibilities:**

- Collaborate with faculty to assess needs and recommend suitable technology and activities for curriculum
- Assist in lesson planning that involves information literacy skills and technology tools
- Teach skills and concepts and serve as a resource when technology is used in the classroom
- Provide instruction to faculty and students in the appropriate use of technology and digital citizenship
- Collaborate with librarians to maintain information literacy skills sequence and work with faculty to ensure skills sequence is implemented
- Create, promote and facilitate faculty professional development
- Train students, faculty, and staff to use hardware or software in one-on-one or group settings
- Manage aspects of learning management system, educational domains of software tools, and other resources as needed
- Facilitate and lead design and innovation projects in the school makerspace – the Design Den.
- Assist with maintenance and management of the Design Den.
- Serve as a student advisor and attend regularly scheduled faculty/staff meetings
- Research, evaluate and promote new and emerging teaching and learning technologies
- Attend and present at conferences related to technology and curriculum
- Create a personal learning network comprised of technology experts throughout the world