Academic Project and Programming Specialist

Job Summary

Department Vision Statement
Grounded in a belief that all individuals are creative learners and that we live in a world of increasing flow of information with an ever-expanding technological landscape, we provide an environment that supports the implementation, growth, and evolution of information and technology so that every individual at Carondelet High School has the opportunity to explore, learn, inspire, and collaborate.

Job Overview:
The Academic Project Specialist is part of a dynamic TILS Library department in charge of providing leadership for innovative teaching. As Carondelet works towards the physical construction of a new STEAM complex, this position will specifically help lay the groundwork that prepares the school for this shift in approach to learning. The position will be in charge of working with faculty across departments to provide guidance and support for the incorporation of projects that rely on Design Thinking. This person further supports teachers on using existing and new tools available in our Computer Lab and guides the creation of a new makerspace respecting current physical constraints but planning for growth towards a new STEAM facility.

This position will be teaching semester-long or year-long classes over the course of the school year.

Essential Responsibilities:
The Academic Project and Programming Specialist
- is a self-starter, well-read, and highly proficient with technology in general. S/he has an understanding or ability to quickly learn library and library systems, databases and research. S/he will seek out continuing education opportunities to further her/his learning and better provide support for the department
- supports the library and technology program at Carondelet
- is information literate and understands "how computers think"
- is a creative learner, who believes in active, engaging and meaningful collaboration with students and teachers
- is familiar with the makerspace movement and has an understanding of the design thinking process
- is detail oriented, and learns quickly
- is familiar and comfortable with GAFE and iPads
- is an active listener and is patient in supporting users through a variety of technology needs
- is actively engaged in his/her student supervision duties, interacting with students and providing guidance and support as needed
- is a classroom teacher who models and communicates the school mission,

philosophy, and core values through the teaching of subject content
- models Carondelet's core values and leads by example
- proactively supports other members in the department and seeks ways to contribute to the betterment of information services and educational technology integration at Carondelet

Technical/Management/Professional Responsibilities and Accountabilities
- Works with faculty across departments to provide guidance and support for the incorporation of projects that rely on Design Thinking
- Develops design thinking and makerspace programs by working with teachers and developing projects and maintains makerspace needs (inventory etc.)
- Assists in creating programming related to digital media, STEAM-Design Think coursework and cross curricular projects
- Teach Computer Science courses, fulfilling all duties related to classroom teaching. (Refer to Classroom Teacher Job Description)
- Grow and develop the computer science programming at Carondelet
- Creates videos, collects photos and descriptions of new and ongoing projects that highlight innovation and 21st century learning
- Works with Librarian on creation of platform to identify, "celebrate" and promote academic life at Carondelet
- Work with department members, teachers and staff to help celebrate successes and highlight projects that are in line with academic strategic priorities and 21st century learning
- Provides library supervision
- Performs circulation desk duties, and reference desk support.
- Maintains rSchool today calendar system for library/computer lab
- Helps create "how to videos" for basic tech tasks to support creation of a Carondelet self-service help center
- Work on special projects as needed

Help Desk Services
- Assists teachers and students with basic IT needs to include troubleshooting issues with their devices, printing, and using school software application
- Provide courteous, prompt, and helpful support to users with a variety of technology skills, from novice to expert to both Students and Staff
- Serve as an educational team member by assisting students and staff in troubleshooting problems on their own devices and teaching them how to manage their devices autonomously
- Create support tickets for end users and select clients. Recognize and escalate problems that are more complex and/or may be system-wide
- Assess technical problems presented by faculty, staff and students as they use tablets, computers and peripherals at the school
- Handles copier and printing issues in library
- Demonstrate solutions and fixes to end users
- Maintain client confidence and protect operations by keeping information confidential

- Prepare reference for users by writing operating instructions or creating tutorial videos. Trains users on their devices
- Report unresolved or lingering support requests to senior members of the technology team

Qualification Requirements
- Teaching Credential and/or Master's Degree
- Classroom experience in a High School setting
- Tech Savvy with an understanding of a variety of platforms (database systems, graphic and video programs, GAFE, and Microsoft)
- Experience with and patience for working with adults with a variety of skill set s
- Experience in troubleshooting tech issues
- Ability to work both collaboratively and independently viewed as a caring and compassionate contributor/team player

Physical Requirements
- Must be able to travel all over the campus
- Must be able to comfortably lift 40 lbs.
- Will be exposed to multiple environments, outdoor spaces, and temperature-controlled offices and server rooms
- Must be able to safely climb, bend, pull, reach, kneel, and stoop
- Must be able to operate a computer or related equipment 90% of the workday
- Must be able to work in low light and cramped conditions, and assemble and repair equipment using tools which require precision work
- Must be able to lift and unpack equipment
- Must be able to perform complex computer maintenance and troubleshooting tasks