Academic Technology Coordinator

JOB DESCRIPTION

St. Richard's is currently seeking a full-time **Academic Technology Coordinator** for the 2018-2019 academic school year. The Academic Technology Coordinator will promote and support the mission of St. Richard's through a strong interest and experience in pedagogy, innovation and work well on a team to develop and execute a technology plan among all faculty and staff.

The Academic Technology Coordinator will be responsible for the Lower and Middle Division Technology Curriculum as well as utilizing best practices for instruction in multiple educational environments (stand alone and co-taught technology courses, integrated technology and extending the curriculum through extra curricular learning- specifically, this position will be responsible for the VEX program). This position instructs, mentors, coaches all users in the school community in the appropriate implementation of innovative technology tools in educational environments and works to build capacity amongst all users (students, staff, parents). This position will coordinate teacher professional development (resources, trainings, demonstrations, modeling) and will work closely with the media specialist who will support academic technology. This position will assist the Director of Technology in security, AUP adherence, updates, maintenance, monitoring of all school networks, devices, and software.

Additionally, St Richard's Episcopal School is breaking ground on an exciting new addition that includes STEM labs, collaborative learning spaces and an exploration and innovation learning space. This position will play an integral role in shaping not only the physical space and infrastructure but more importantly the curricular and extra-curricular components that will prepare our students to be leaders in the 21st century.

DESIRED QUALIFICATIONS AND SKILLS

The successful candidate should possess experience in technology training in an educational setting (not limited to schools) with knowledge and experience working with diverse learners. A bachelor's and/or masters degree in educational technology, information systems, technology innovation, instructional technology, learning technologies or similar.

The candidate should demonstrate the ability to differentiate instruction to the varying needs of learners, the use of best instructional strategies, a positive approach to classroom management that respects the student, and an ability to communicate effectively with all constituents.

The candidate should demonstrate a strong vision for academic technology, an ability to anticipate and propose upcoming projects based on future trends in learning technology, planning and integration skills, collaboration and communication skills, the ability to self start and seek guidance when needed,

The candidate will benefit from experience with or demonstrated quality adaptation with MacOS, chrome books, and i-pads and knowledge of mainstream educational software like Senior Systems, MyBackpack and Google for Education.

MISSION & DESCRIPTION
The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

ABOUT SRES
Located at 33rd and Meridian Streets, just north of downtown Indianapolis, SRES offers unique partnerships throughout the city that bring learning to life, a rigorous academic curriculum, three world languages, public speaking and leadership opportunities, a strong fine arts program and organized athletics for continued lifetime success. Visit www. sresdragons.org to learn more.

APPLICATION INSTRUCTIONS
Interested applicants should submit a resume, cover letter, reference letters and relevant materials to Middle Division Head John Brady.