

DIGITAL LEARNING & INSTRUCTION SPECIALIST

The Epstein School seeks a creative, collaborative educator to join the Digital Learning and Technology (DLT) team. Grounded in strong teaching practice and instructional design, the specialist works with students across grade levels to build digital skills, digital citizenship, and responsible use of technology (including AI) in the context of what they are already learning, while partnering with faculty to co-plan and co-teach meaningful, student-centered lessons and projects that integrate technology with core content. The specialist brings initiative to strengthen student learning, support teachers through modeling and informal coaching, and enhance the school's technology integration program in thoughtful, practical ways.

Duties and Responsibilities

Instructional Technology & Innovation:

- Partner with classroom teachers to plan, co-plan, and deliver integrated technology lessons aligned to curricular goals and ISTE standards.
- Design and facilitate integrated, project-based learning experiences (in classrooms and the Innovation Space) where students create, communicate, collaborate, and solve problems using technology.
- Teach technology skills, digital citizenship, and responsible AI use in the context of classroom learning to ensure relevance and transfer.
- Support a consistent, developmentally appropriate progression of technology skills across grade levels.
- Apply strong instructional design practices (clear objectives, assessment alignment, formative assessment, differentiation/UDL) when designing instruction and supporting teachers.
- Support teachers in selecting and using technology and Microsoft tools (including evolving AI capabilities) to deepen learning and strengthen the schoolwide integration program.
- Provide informal coaching and one-on-one support to faculty, including modeling effective integration through co-teaching when appropriate.
- Develop and enhance digital citizenship learning, including digital health and wellness—in partnership with faculty and staff, and support parent learning as appropriate.
- Teach middle school STEAM/technology electives and the 6th grade middle school technology class.
- Take initiative to identify and implement improvements to student learning, teacher practice, or program design in collaboration with school leadership.

Technical Support and Training:

- Support the needs of the Tech Department by responding to help requests from faculty, staff, and students
- Troubleshoot basic software and hardware problems and work to resolve issues
- Create or assist in creating self-help materials designed for students, faculty, and staff (i.e., tips, tutorials, troubleshooting steps, etc.)
- Provide workshops and training to faculty and staff on school technology applications and emerging tools (Microsoft 365, Teams, Copilot, Canva, Adobe Cloud, AI tools, etc.)
- Design and facilitate professional learning for faculty and staff through coaching, co-planning, and targeted workshops that strengthen instructional practice, technology integration, and responsible AI use.
- Demonstrate professionalism in all job-related situations including interactions with students, parents, colleagues, and community members
- Proactively participate in school community programs and events
- Other duties as assigned.

Skills:

- Strong background in teaching and learning, with a clear understanding of instructional design, assessment, and differentiation/UDL.
- Knowledge of instructional technology frameworks and standards (ISTE Standards, TPACK, SAMR).

- Ability to design and facilitate engaging, student-centered, technology-enhanced learning experiences that deepen content learning.
- Excellent collaborator, relationship builder, and communicator who can coach, co-plan, and co-teach with faculty.
- Comfort supporting adult learners through coaching, collaboration, and professional learning.
- Self-starter with strong initiative who can identify needs, follow through, and iterate on integrative lessons/programs.
- Experience working in 1:1 iPad, 1:1 laptop, and mixed-device/BYOD learning environments.
- Experience with makerspace tools (e.g., 3D printing software, Makey Makey, Micro:Bit, and similar tools) or a demonstrated willingness and excitement to learn.

Education & Other Experience:

- Education: Bachelor's Degree, Master's Degree preferred
- Certification/License: Valid Georgia Teaching Certificate (or reciprocal) in a relevant field
- Experience: Minimum of three years in an edtech field (i.e., STEM/STEAM, computer science, design-thinking)
- Software Requirements: Experience with contemporary learning technologies: (i.e., Windows 11, MacOS, iOS applications, Microsoft 365, Seesaw, Microsoft Teams, CanvaEDU, Tinkercad, Boxlight interactive panels, and other similar tools)
- Cover letter should on candidate's philosophy of teaching and learning as well as provide examples of what teaching looks like in the candidate's classroom

Physical Requirements

- Physical Requirements: The employee must be able to:
- Bend, crouch, walk through the school, and move from standing to sitting on the floor and back.
- Use hands and fingers to reach, grab, write, handle, feel & control objects
- See, talk and hear
- Lift and carry objects including children up to 40 lbs.
- Lightly clean and maintain equipment in the classroom
- Work in a busy and occasionally noisy environment

About the Role:

- FLSA: Exempt, Salaried, Full-time or Part-time
- Work Days: 190;
- Reports To: Division Principal
- Salary: Commensurate with experience

About Us:

The Epstein School is a Jewish Independent School (Preschool through Grade 8) located in Sandy Springs, GA. We engage hearts and minds, empowering students with the knowledge and skills to reach their highest potential and confidently meet the challenges of their time.

To learn more, please visit us at [Explore Career Opportunities at Epstein](https://epsteinatlanta.wufoo.com/forms/application-for-employment/) or apply directly at <https://epsteinatlanta.wufoo.com/forms/application-for-employment/> .

The Epstein School provides equal employment opportunities to all individuals and applicants regardless of race, color, religion, national origin, gender, sexual-orientation, pregnancy, childbirth or related medical conditions, age, disability or handicap, citizenship status, veteran or service member status, genetic information; gender identity or gender expression, or any other category protected by federal, state, or local law. Equal employment opportunities refer to all terms and conditions of employment including hiring, placement, advancement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.