



Educational Technology Specialist

Job Summary

The Educational Technology Specialist will assist the faculty in integrating appropriate and innovative technologies to support, enhance, and extend learning in grades K-12. The Educational Technology Specialist reports to the Director of Educational Technology and is a full-time exempt employee. This is an 11 month position that begins August 2018.

Essential Duties and Responsibilities

- Provide Educational Technology guidance and expertise for grades K-12 faculty, especially in the areas of iPads, MacBooks, and G Suite for Education.
- Work collaboratively with colleagues to design, develop, and deliver Educational Technology initiatives that align with the mission of the school and the needs of the classroom.
- Support Educational Technology use through daily advising, collaborating, and training of teachers both in and out of the classroom.
- Assist the Director of Educational Technology in administering and fully utilizing the school's Mobile Device Management (MDM) system and other digital content management systems.
- Provide support for educational technology devices, systems, and content.
- Evaluate the effectiveness and sustainability of current and future uses of Educational Technology in grades K-12.
- In partnership with the Director of Educational Technology, research and propose new ways to enhance teaching and learning, promote innovation, and foster purposeful, meaningful, and creative integration of technology.
- Function as a liaison with Division Heads and Academic Affairs Coordinators to ensure seamless coordination of technology tools supporting curriculum, instruction, and assessment.
- In coordination with school policies and procedures, promote continued development and use of the school's AUP, digital citizenship program, and current technology standards.
- Perform other duties as assigned.

Qualifications and Experience

- Bachelor's degree in a related field, Master's preferred
- Three to five years of related experience in education, with 3 years in the classroom preferred, or any equivalent combination of training and experience
- Independent school experience preferred
- Strong interest and experience in pedagogy and innovation
- Experience working with diverse learners
- Expertise in Apple hardware, Mac OS and iOS software, and G Suite for Education
- Exceptional project management and execution skills
- Ability to work independently and within a team
- Effective verbal and written communications skills
- Strong interpersonal skills

- Adherence to the highest level of professionalism by demonstrating honesty, integrity, and maturity

General Requirements

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Fletcher School participates in the E-Verify program.
- References will be required; transcripts may be required.

The Fletcher School is committed to the principle of equal employment opportunity for all employees and applicants. All employment decisions at The Fletcher School are based on business needs, job requirements and individual qualifications, without regard to race, color, age, gender, sexual orientation, national origin, religion, creed, disability, family or parental status, or any other status protected by federal or state laws or regulations. The Fletcher School will not tolerate discrimination or harassment based on any of these characteristics.