

Turning Point School

A positive equation
for achievement.

Job Title: Educational Technology and Innovation Specialist
Reports To: Director of Teaching and Learning
Compensation: \$60,000 - \$111,000 base salary (depending upon experience, exempt)

SUMMARY:

The Educational Technology and Innovation Specialist develops, supports, and maintains the effective implementation of digital tools for faculty, staff, and students.

The ideal candidate will find resonance in the school's mission and values and share the school's commitment to cultural competency, which can be found on the school's website at www.turningpointschool.org.

Normal hours for the position are Monday through Friday, 7:45 am to 3:45 pm. Some days may require after-school programming hours (through 5:00 pm) and weekends (special projects and school competitive events). An additional week of fall in-service is required for this position.

A robust, comprehensive benefits package includes medical, dental, FSA, and retirement plan. Competitive compensation salary within the range of \$60,000 – \$111,000, depending on experience.

Essential Duties and Responsibilities

- Teach elementary technology classes with an emphasis on computer science skills and digital citizenship.
- Teach middle school electives such as **Coding Languages** and **Robotics**.
- Coordinate and lead the Middle School Robotics team.
- Develop and maintain positive, supportive relationships with faculty, staff, students, and parents.
- Collaborate regularly with teachers to integrate technology across all areas of the curriculum.
- Design, implement, and assess programs that enhance the effective use of technology for learning, collaboration, and productivity.
- Manage and coordinate the use of multimedia and innovation labs.
- Develop, deliver, and support curricula related to digital citizenship and computer science.
- Provide frontline tech support to faculty and staff; troubleshoot hardware and software issues as needed.

- Coach teachers on the integration of educational technology tools to enhance instructional practice.
- Train and support faculty and students in core platforms such as **Google Workspace for Education, Veracross, Parent Square**, and other instructional technologies.
- Enforce and educate students on the School's Acceptable Use Policy to promote responsible digital behavior and device care.
- Evaluate emerging and existing educational technologies and recommend best-in-class tools for learning and teaching.
- Monitor and report on educational technology usage trends across grade levels to inform decision-making.
- Support the technical and production needs of school-wide events; assist in the development of multimedia presentations for administrative and community use.
- Collaborate with the **Director of Teaching and Learning** to design and lead faculty professional development in instructional technology.

The aforementioned essential duties and responsibilities have been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of duties, responsibilities, and qualifications required of employees assigned to this position.

Qualifications

The requirements listed below are representative of the knowledge, skills, and/or abilities required for this position.

Knowledge/Skills/Abilities

- Thorough knowledge of media and computer software systems.
- Collaborative, team-oriented problem-solving style to address technology problems.
- Proactive approach: ability to anticipate needs before they arise.
- Excellent verbal and written communication skills.
- Strong interpersonal and presentation skills.
- Ability to make effective judgments, decisions, and take necessary action in various situations.
- Excellent organizational, time management, and follow-through skills.
- Ability to follow through with colleagues to achieve school's educational technology goals.

Education and/or Experience

- A bachelor's degree is required; a Teaching Credential is preferred.
- An education-related postgraduate degree, with coursework in computer science, media, or technology is preferred.
- Prior teaching experience in an educational technology capacity is strongly preferred, as is experience working with K-8 students.

Application Process

Candidates interested in applying for this role are asked to submit a cover letter and resume to Human Resources Manager, Solomon Hinton at employment@turningpointschool.org.

IMPORTANT - Email subject line must include: EDUCATIONAL TECHNOLOGY AND INNOVATION SPECIALIST

Turning Point has a continuing commitment to building cultural competence for all our members and ensuring equity and meaningful inclusion in our school community. In your cover letter, please give us one or two examples of experiences you have had working, learning, and/or collaborating in diverse, multicultural, inclusive settings.

About Turning Point School

Turning Point School, located in Culver City, California, is an independent, coeducational day school enrolling approximately 300 students in preschool through 8th grade from the greater Los Angeles area. Our mission statement is: *We open our doors every day to create a dynamic learning community in which each child grows into their best self.*

Turning Point is a positive community, and our students remain happily engaged from the time they arrive at drop-off until they go home at the end of the day. Yet, happiness is far more than an easy morning routine. It is what results from the exercise of personal strengths and virtues, guideposts that help us all—students, educators, and parents—make our way toward purposeful and courageous lives. Learn more at www.turningpointschool.org.

Diversity, Equity, Inclusion, And Justice

Turning Point seeks candidates who will contribute to and are committed to diversity and inclusive practices, demonstrate skills that represent multiple perspectives, and enjoy communicating and collaborating effectively with a diverse and broad spectrum of individuals

Turning Point School is an Equal Opportunity Employer dedicated to promoting equity and inclusion in the workplace and seeking a diverse and broad spectrum of qualified candidates. Turning Point School does not discriminate in employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age, or sexual orientation.