

Westland School

Since 1949

Educational Technologist Job Description

Founded in 1949, Westland School is a small K-6 school serving approximately 130 students. Westland School is committed to democracy and progressive education with an integrated social studies curriculum including specialist classes in science, woodworking, gardening, printing, and creative movement. We believe in a learning environment that is cooperative, child-centered, and community-based, and that the most effective learning takes place within a diverse school community. Westland's core mission is rooted in equity, inclusivity, and a social justice anti-bias curriculum. Westland is located in Los Angeles on a two-acre nature-rich campus that inspires learning and honors childhood, a sense of community, and deepening cross-curricular ties.

Responsibilities include:

- Build on shifts and trends in educational technology that connect to Westland's mission and strategic plan.
- Interface with and support all systems and databases, ensuring user access and connectivity to associated web services, file servers, and email servers.
- Working with the Assistant Head of school, oversee Westland's technology program and related systems, including the use of computers, software, specialized applications, and the student information system.
- Assist in maintaining and organizing department records and asset records.
- In collaboration with classroom teachers and Assistant Head of School for Teaching, Learning, and Development, co-create mission-aligned technology-integrated lessons, projects, and experiences within Westland's social-studies based curriculum.
- Train and support faculty and staff in technology skill development and problem-solving issues that arise.
- Perform other related ed tech duties as assigned, and respond to the needs of the learning community.

Preferred Qualifications:

- Bachelor's degree in Education/ Ed Tech/ Computer Science
- Minimum of 2 years work experience in an instructional setting

Skills, Knowledge and Abilities

- Mac OS and Windows and Google operating systems
- Internet savvy
- Creative applications related to coding, video, animation and digital design Web applications and presentation software
- Computer programming
- Design Thinking and STEM and Maker innovation experience
- End user diagnosis and troubleshooting

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Preferred Qualifications and Compensation

- Bachelor's degree in Education/ Ed Tech/ Computer Science
- Minimum of 2 years work experience in an instructional setting
- An edtech enthusiast who stays current on both new technologies and improvements to existing ones
- Have both met the requirements to become a teacher and have a background in technology
- A strong collaborator and team player who will support projects initiated by other colleagues
- Excellent knowledge of the Mac OSX client environment
- Passion for developing innovative and cutting edge ways to engage and educate elementary children
- Effective communicator, organizer, and documentor
- Salary is dependent upon personal qualifications and experience
- Benefits are competitive and include medical, dental, and disability insurance, an annual FSA contribution, life insurance, TIAA-CREF retirement plan after 2 years of employment, tuition remission for one child (50%), and medical insurance for dependents after 3 years of employment, along with other community perks
- Reports to Assistant Head of School