GIRARD COLLEGE
ELEMENTARY/MIDDLE SCHOOL TECHNOLOGY COORDINATOR

Girard College is a full-scholarship boarding school for academically capable students from qualified families of limited financial resources. Girard College's mission is to prepare scholarship students for advanced education and life as informed, ethical and productive citizens through a rigorous education program that promotes intellectual, social and emotional growth. Girard College students will be prepared to complete a bachelor's degree in order to maximize their ability to pursue productive careers and be engaged citizens.

Reporting to the Elementary/Middle School Academic Dean, this position provides instructional assistance and coaching to faculty and monitors student support and coordinates delivery of academic support through technological means. This is a twelve month, administrative position.

Duties and Responsibilities:
- Encourage usage, model methodology, coach practices and provide resources to the faculty for integrated technology instruction for the division
- Review and evaluate the teaching methods as the faculty moves toward implementation of technology in all of instructional practices
- Create a system to prevent any curricular gaps between teachers and students, teachers and tutors and tutors and students; be able to communicate and manage this system to all stakeholders
- Facilitate and maintain appropriate communication with academic and residential faculty, as well as with parents with regard to the nature of technology practice and expectations
- Participate in and provide professional development activities that strengthen skills for Girard faculty and staff
- Assist as a member of the school's educational technology team to provide the school an integrated technology model

Qualifications:
- Bachelor's degree in Education; Masters preferred
- Knowledge of computer science, informational technology or related area of study;
- ability to demonstrate skills of instructional technology competencies
- Experience with classroom technology integration
- Excellent communication skills, both verbal and written
- This position is exempt from the overtime provision of the Fair Labor Standards Act.

Candidates should email a resume and cover letter to jobs@girardcollege.edu.

Date Posted: May 5, 2016
Application Deadline: Open Until Filled