A premier Montreal institution since 1909, Lower Canada College (LCC) is a co-educational day school for students from kindergarten to grade 12 with a strong reputation for preparing students for entrance to prestigious universities across the world. One of only three Quebec high schools to offer a pre-university grade 12 program, LCC is also the only English high school in Quebec to offer a two-year International Baccalaureate Diploma Program (IB DP). Located on a beautiful seven-acre campus in the heart of Montreal's Monkland Village, LCC draws students from nearly every continent of the world. LCC's enriched educational program consists of academic, co-curricular, and service opportunities that position students to explore and discover their true potential throughout their educational journey.

The school invites applications for the following position:

Position Title:	***Technical Integration Coordinator***

Department:	Information Technology
Position Group:	Staff
Reports To:	Information Technology Manager
Status:	Contract
Start date:	August 2017

The main responsibilities of this role involve assisting classroom teachers from Kindergarten to grade 11 in the incorporation of technological hardware and software into the lesson plan and helping teachers effectively integrate technology into the curriculum.

Specific responsibilities include:
- Facilitate connecting technology to instructional practices in the classroom
- Integrate new technologies into classroom practices
- Discover new uses for technology tools
- Design projects that combine multiple technologies
- Work with faculty and staff to develop, support and promote responsible use of digital services (Digital Citizenship)
- Collaborate on the successful integration of hardware, software and Internet resources, in support of student learning, and assist teachers in meeting common core standards for subject-area and technology-learning objectives.
- Create learning resources for teachers, staff and students. These may include web sites, tutorials, instructional videos, interactive programs, and databases that support teachers in integrating technology. Ideally, teachers will be guided and encouraged to develop their own resources, while the Technology Integration Specialist will continue to provide additional support as needed.
- Coordinate instruction to meet technology proficiency goals including training, lab sessions, and workshops regarding computer use.
- Recommend software and related resources.
- Assist in planning and implementing a variety of extended opportunities for student learning.
- Identify trends in software, curriculum, teaching strategies and other educational areas.
- Assess technology skill levels of students, teachers and staff.
- Assist in the creation, maintenance, and integration of technology plans.
- Use positive and effective interpersonal communication skills.

Qualifications:

- A recognised teaching degree as well as at least 3 years of experience in the classroom
- An understanding of key learning theories and methods of instruction, and their relation to technology integration.
- Familiarity with methods for integrating technology into the curriculum using mobile devices.
- Experience with effective technology teaching strategies in teaching software and hardware skills.
- Technology skills in up-to-date computer software, including word processing, database, spreadsheet, web page development, presentation, digital video and audio editing, image processing, and graphics applications.
- Bilingual in French and English

School-Wide Core Values

Professionalism, Continuous Growth, Passion/Excellence, Collaboration/Communication and Respect & Empathy

Letters of application, accompanied by a resume, should be emailed by **June 26, 2017** to humanresources@lcc.ca.

Cover letters should be addressed to Tara Murphy, HR Director, Lower Canada College. Details about school life can be found at www.lcc.ca.

We thank all applicants but regret that only those short-listed will be contacted.
LCC has an employment equity program.