



Job Description

Position: Instructional Technology and Curriculum Advocate

Date Updated: February 2015

Status/Term: Full-Time/12 months

Reporting Relationships:

Supervisor: **Director of Information Technology**

Supervisor of: **Divisional Instructional Technology Coordinators**

SUMMARY

This position is the primary instructional support role for the development and acquisition of resources, training, and oversight for the school's digital initiative covering all divisions' teachers, students, and parents.

RESPONSIBILITIES

Specific responsibilities include (but are not limited to) the following:

- Professional Development
 - In coordination with academic administration, plan and implement professional development opportunities—on-and off-campus, group and individual—to grow exposure and understanding for digital tools in the classroom.
 - Lead divisional Instructional Technology Coordinators in working with teachers and identifying division-specific needs for training and demonstration.
 - Help administration develop standards for teachers' digital skill levels and particular training needs and work with teachers to establish and achieve goals.
- Curriculum
 - In coordination with teachers, departments, and division directors, explore mission-appropriate digital curriculum options and budgetary impact.
 - Help teachers consider alternative content delivery options.
 - Work with IT department for curriculum procurement and deployment.
 - Provide teachers with industry-leading curricular options by developing a catalog of subject-specific digital curricula.
- Integration
 - Work with individual teachers to find new ways to improve the learning environment with digital tools.
- Student Digital Development
 - Develop grade level appropriate annual digital onboarding plan for students (and faculty/staff) and work with teachers for implementing onboarding plan.
 - Work with Director of Library Services to coordinate resources and students training and student digital citizenship and literacy curriculum.
- Research
 - Keep abreast of developing technologies and possible points of implementation opportunities.
 - Assist Administration in developing a measurement tool regarding the efficacy of 1:1 devices and student achievement (does the use of devices improve student learning?)
- Parent Education
 - Work with TPO and Administration to continue the Parent Education Program.

Additional duties as assigned or determined necessary by employee and supervisor.