



## Academic Technology Specialist

The Park School is a Pre-K to Grade 8 independent school in Brookline, MA dedicated to excellence in education. The cornerstone of Park's program is academic excellence, combining both high standards of scholarship and the encouragement of each child to develop to his or her greatest potential. Our school community fosters a nurturing environment in which children develop curiosity, express creativity, appreciate the value of hard work and discipline, and experience the joy of learning. Park's faculty encourages each student to strive for intellectual, physical and moral growth and to become contributing members of the community.

The Academic Technology Specialist is a member of the school's technology department and reports to the Head of Academic Technology. This 10 month position (including an additional 10 days in the summer) is responsible for working with faculty and staff to integrate technology in support of the school's mission and curricular goals, as well as serving as the coordinator of the school's hybrid makerspace and theater shop during the school day. *The ideal candidate will bring a history of both collaborative work and self-directed work, as well as a good sense of humor. They will also have had experience working with children in either a classroom or extracurricular setting.*

### Duties & Responsibilities

- Support the curricular and departmental goals as outlined by the Head of Academic Technology and the Director of Technology
- Regularly attend meetings with academic departments and grade level teams to understand the culture and curricula of the school and plan integration strategies
- Plan and provide ongoing one on one training and group sessions for faculty and staff
- Support the development of tech focused clubs and extracurricular activities for students
- Participate in division and technology department meetings regularly
- Provide Level 1 tech support to students, faculty, and staff
- Occasionally interface with tech vendors and other third party service providers
- Partner with Park's Engineering Design Coach, the library team and the Head of Academic Technology to design meaningful classroom STEAM experiences
- Collaborate with Park's librarians and the Library Makerspace
- Support classroom teachers' use of makerspace resources
- Provide professional development to faculty and support to students
- Maintain and support makerspace software, equipment and supplies
- Coordinate makerspace schedule in conjunction with the director(s) of school year theatrical productions
- Provide occasional AV support in theater during the school day

## Knowledge, Skills & Abilities

- Bachelor's degree required
- Mastery of the Google Apps for Education suite
- Fluency within both Apple and Windows environments (laptops and tablets)
- Experience within Chromebook and iPad environments
- Experience with coding and/or robotics
- Experience with video and audio editing
- Strong presentation skills
- Knowledge of current trends in educational technology and professional development
- Capable of generating high quality instructional materials
- Enthusiasm for student-centered learning
- Experience implementing applied learning through design/project based
- Understanding of current trends in STEM/STEAM field
- Supportive, collaborative, good communicator and team player

Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience. The Park School welcomes candidates who will add to the diversity of our community and who have demonstrated commitment to diversity, equity and inclusion in their teaching and learning.

Interested candidates should complete an online [Employment Application](#) and upload a cover letter, resume, a statement on their educational philosophy and contact information for three references through Park's online system.

The Park School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity and expression or family composition or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.