



Technology Integration and Innovation Specialist

Reports to: Assistant Head of School for Academics	Work Schedule: Monday – Friday 7:30 am – 3:30 pm	Positions Supervised: N/A
Job Status: Full time	FLSA Status: Exempt	Date Revised: 01/20/2020

POSITIONSUMMARY:

The Technology Integration and Innovation Specialist works PK-12 as part of a coordinated team of professionals and is responsible for the integration, application, support, training, and communication of academic technologies throughout the school.

PRINCIPALRESPONSIBILITIES

- In partnership with the leadership team and the Teaching and Learning Team, and in consultation with faculty, develop and coordinate a strategic vision for the educational technology program in support of instructional innovation.
- Evaluate emerging technology and assessment tools, and guide academic leaders on strategic and operational decisions involving instructional technology hardware, software, and programs.
- Collaborate (including visits and observations) and support teachers in expanding their pedagogical experience within a technology-enriched classroom scenario.
- Prepare and lead professional development and training for a range of constituencies to suit staff and faculty needs and requirements.
- Inspire a culture of exploration and experimentation among faculty to integrate instructional technology tools into their teaching practices.
- Collaborate with teachers and other support personnel, including Teaching & Learning, library and other resource personnel, in the development of new integrated curricula units. Provide hands-on support to classroom teachers in the execution of these units.
- Support and design technologically enriched classroom environments.
- Facilitate department meetings for the technology teaching cohort PK-12.
- Coordinate with the Teaching & Learning team to develop professional technology competencies for faculty and staff.
- Understand online and installed application suites (such as Microsoft Office, Canvas LMS, Blackbaud SIS and LMS, Adobe, Google Apps for Education, Epson, Promethean, etc.) sufficient to mount, support, diagnose, customize (update) and teach to all constituencies throughout the school.
- Understand the design implementation of data-based systems, including cloud management, (eg: LMS, library services, back-office solutions) to support and create solutions with constituencies.
- Administer and advise on the applications of Acceptable and Responsible Use Policies as they relate to the ethical and appropriate use of technologies throughout.

<ul style="list-style-type: none"> ● Prepare displays, presentations, and recordings as needed for events throughout the school, in coordination with level supervisors, teachers, and other constituents. ● Act as a liaison for swift resolutions to IT issues system and individual technology hardware and software problems. Ensure a speedy resolution through continued follow-up and communication. ● In conjunction with the Instructional Technology team, manage school-wide online academic and assessment programs, (ex: student and faculty log-ins) and subscriptions. ● Design and teach technology classes, as needed. 	
<p>Education:</p> <ul style="list-style-type: none"> ● Bachelor’s degree ● Specialist or master’s degree in technology integration preferred. 	<p>Experience:</p> <ul style="list-style-type: none"> ● Experience working in the areas of instructional technology, instructional design, and/or educational innovation. ● Teaching experience, and a track record of successfully leveraging technology to improve instruction and learning outcomes. ● Experience leading workshops, training, and projects related to technology integration, preferably to faculty/staff in a PK-12 school. ● Experience working with a wide range of skill levels. ● Demonstrated creativity and energy in your classes.
<p>Competencies:</p> <ul style="list-style-type: none"> ● Demonstrate comfort with technology. ● A track record of supporting faculty to design, implement, and improve units and lessons that integrate technology. ● Excellent oral and written communication and presentational skills along with a collaborative, cooperative, and patient mindset. ● Demonstrated capability to interface and maintain effective relationships with faculty, staff, and administration. 	<p>Licenses and Certifications:</p> <ul style="list-style-type: none"> ● Google Certified Educator (preferred)
<p>Specialized Skills and Knowledge:</p> <ul style="list-style-type: none"> ● MAC - software ● Ex. - Knowledge of Canvas and Google Classroom, proficiency in Microsoft Office, G Suite, Blackbaud SIS & LMS ● 	<p>Working Conditions:</p> <ul style="list-style-type: none"> ● General office and classroom conditions.
<p>Physical Demands:</p> <ul style="list-style-type: none"> ● Sitting, standing, walking, reaching, operating computers and other office equipment, bending and lifting up to 20 pounds as needed. 	