

WESLEYAN

SCHOOL

Innovation and Educational Technology Specialist

The Innovation and Educational Technology Specialist will be a resource to K-12 faculty in championing technology usage in developing instructional techniques and advancing student learning. The Innovation and Educational Technology Specialist will collaborate with teachers to research ideas for developing innovative lesson plans using available hardware, software, and internet resources. Staying abreast of current trends, the Innovation and Educational Technology Specialist will train teachers individually and collectively to use the technology-based tools in place at Wesleyan. The Innovation and Educational Technology Specialist reports to the Associate Head of School.

RESPONSIBILITIES

- Seeks solutions to expand the presence of technology and innovation across multiple disciplines and grade levels throughout the K-12 school environment
- Serves as the “go to” person to help teachers develop creative and new ideas for applications of lessons using SMART Board, iPad, and laptop technology
- Promotes the use of technologies new to Wesleyan School including 3D, CNC, and laser cutter printing
- Researches technology applications in light of curriculum to be taught in various content areas
- Team teaches, as appropriate, with classroom teachers to introduce the use of new technologies with students
- Conducts meetings with teachers to build enthusiasm, assess progress, and provide support
- Models effective uses of appropriate instructional technology in the classroom for teachers and students
- Acts as a resource person for teachers using laptop technology and trains teachers on use of software with the laptops
- Assists teachers with the use and troubleshooting of iPads and the general computing environments in use across campus
- Assists with support at the help desk and field related technology support calls
- Assesses and reports on all aspects of technology related to educational goals of the school
- Manages middle school and high school class surveys for all departments
- Coordinates with the Associate Head of School regarding technology professional development

- Oversees and teaches or recruits instructors for Teacher U classes
- Coordinates the summer professional development program involving technology
- Responds to and researches software questions from faculty
- Distributes laptops and provides training to new faculty

QUALIFICATIONS

- Strong interpersonal, communication, and leadership skills
- Self-motivated, proactive, collaborative, and creative
- Well-developed people management skills
- A passion for helping teachers, understanding of the developmental needs of K-12 students, mastery of instructional methods, life-long learner, and experience in the educational technology field
- Bachelor's Degree required; Master's Degree preferred