



Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

Oregon Episcopal School occupies a wooded 59 acre campus where 870 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

JOB TITLE: Middle School Technology Coordinator

Oregon Episcopal School seeks a skilled, professional, and culturally competent individual to be its MS technology coordinator. The tech coordinator will develop, promote, support, and manage technology initiatives in the Middle School. The coordinator is involved with technology planning, use, and integration in all MS departments. The coordinator helps to guide the evolution of the School's academic technology philosophy and strategy as it pertains to the MS in close collaboration with LS and US tech coordinators as part of the Innovation Team initiative. This role supports faculty and student uses of technology to support teaching and learning, particularly in an inquiry-based setting; and facilitates the integration of information, communication, innovative application, and technology literacy standards within the instructional program. In addition, the coordinator will develop curriculum and teach technology classes to MS students, grades six through eight. The coordinator is also responsible for supporting the school's partnership with parents on technology related issues. The OES faculty is guided by the [Learning and Teaching at OES](#) faculty growth model. This position reports directly to the Middle School division head and the Innovation Team leader.

This is a 1.0 FTE, exempt, academic year position that starts in August 2020. It comes with a competitive salary and benefits package including employer paid health insurance, retirement plan with a generous employer matching contribution, tuition remission for up to two admissions eligible children, abundant professional development opportunities, and an excellent free lunch daily. See the [OES Benefits Guide](#) for details.

- Actively represent and communicate the OES technology vision and program to the Middle School community.
- Develop, promote, support, and manage technology initiatives in the MS, including support and innovation with remote learning as needed.
- Oversee the Middle School's 1:1 device program.
- Work as part of a school-wide technology team to guide and implement the appropriate use of technology in the classroom with particular emphasis on the needs of the MS.
- Teach Middle School computer science classes focusing on computational thinking, coding, physical computing and other skills in alignment with the Computer Science Teachers Association curricular standards. Support individual students with unique technology interests or needs.

- Support individual faculty to develop necessary technology skills to do their work in a professional manner, including the technology onboarding of new faculty.
- Promote faculty development by facilitating growth in academic uses of technology, best practices, and effective utilization strategies, including one-on-one instructional coaching and professional development workshops.
- Inspire and support teachers to take risks in the pursuit of program excellence through the use of technology.
- Work in partnership with divisional librarians to provide a rich and appropriate inquiry and information services experience for students and teachers.
- Support students in developing understanding and skills in the use of technology tools for inquiry, productivity, creativity, collaboration, problem solving, communication, programming, organization and appropriate use.
- Work with the Middle School leadership team in designing and implementing student and parent digital citizenship standards and programs, including beginning of year orientations.
- Pursue additional technology training once or twice a year, to build school-related technology skills and abilities.
- Actively contribute in weekly department meetings and be available to partner with other department members on projects as needed.
- Occasionally provide informational and support sessions for parents concerning technology related issues.
- Perform other faculty duties as Middle School Advisor including grade level trips, parent conferences, and attend MS divisional and grade level meetings regarding student support.

MINIMUM QUALIFICATIONS:

- BS or equivalent in appropriate subject
- Experience implementing or teaching computer technology
- Experience working with Middle School aged students
- Intercultural competence, ability to work effectively with diverse students, families, colleagues, demonstrated commitment to equity and inclusion particularly as these principles relates to IT resources
- Computer Programming familiarity with JavaScript and block-based coding, Swift and Python languages. Experience with MakerSpace technologies and inquiry based pedagogy.
- Digital literacy; proficiency in Google Apps for Education Suite, Microsoft Office and other web based applications, Veracross SIS, as appropriate to job duties, flexibility and openness to learning as digital tools evolve
- Ability to pass a criminal background check and pre-employment drug screen

PREFERRED QUALIFICATIONS:

- Advanced degree in appropriate subject
- Experience in working with and integrating technology into course curriculum.
- Teaching certification

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong listening and communication skills
- Collaborative approach to implementing and teaching computer technology
- Flexibility and open-mindedness
- Ability to research and share long-term plans and conceptual ideas

PHYSICAL REQUIREMENTS:

- Ability to communicate clearly with students, colleagues, families

- Ability to move about the OES campus
- Ability to lift and/or carry up to 25 or more lbs on a frequent basis
- Management reserves the right to change or add to this job description at any time.

COMPENSATION: Faculty salary scale based on education and years' experience

APPLICATION PROCESS: Visit www.oes.edu/careers to learn more about teaching at OES. Then, complete the online application, link below, and attach a cover letter and resume. Open till filled.

Follow the link below to set up a login and password that will allow you to save and return to your application:

https://fs18.formsite.com/OES_Form/5pvmxkulm8/form_login.html

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.