

Position Title: Academic Technology Coordinator

FLSA Classification: Non-exempt, 100% FTE, 11 month schedule of duties beginning August 1, 2020

Reports to: Director of Technology & Director of Instructional Technology

Position Purpose: The Academic Technology Coordinator position exists to support Sacred Heart P-8 faculty, staff, students, and parents in the appropriate use of instructional and educational technologies.

Essential Functions

- Design, develop, coordinate, and train on instructional and administrative applications for the educational program in general both virtually and face-to-face.
- Manage Learning Management platforms for grades P-8 (currently using Blackbaud K-12 & Google Classroom).
- Understand and assist with remote, hybrid, and Face-to-face learning.
- Plan and implement the annual device distribution, training and year-end collections.
- Assist in the integration of technology applications across grades P-8 curriculum.
- Organize and set up teacher software logins annually.
- Monitor login credentials of software used by teachers to ensure COPPA compliance.
- Assist with and troubleshoot the use of Activboards, Apple TVs, document cameras and other technologies used for teaching and learning.
- Review the Acceptable Use Policies.
- Model staying current with technological knowledge and skills.
- Participate in weekly department meetings.
- Other duties as directed by Director of Technology.

Qualifications:

- Master's Degree in Educational Technology or related field. Teaching credential is preferred.
- Two years applicable experience working with instructional technologies at an accredited institution.
- Excellent command of written and oral English; effective communication skills to exchange information and to respond to inquiries and requests for assistance.
- Ability to communicate with and work with a variety of people with varying skill levels.
- Demonstrated knowledge of both Mac, Windows and chromebook computer platforms.
- Experience teaching technology preferable in a 1:1 environment. Experience training or teaching adults a plus.
- Must work well in a collaborative team environment as well as independently.
- Needs strong organizational skills and must be detail-oriented, with ability to multi-task and meet multiple competing deadlines.
- Ability to work well with P-12 students and with adult colleagues; willingness to be an active, enthusiastic member of the tight-knit SHS community.
- Commitment to equity and inclusion.
- A clear commitment to the mission of the school as articulated in the Goals and Criteria of Sacred Heart Schools and model professional behavior based in it.
- Required: Proficient in Google for Education. Familiarity with Blackbaud K-12, Schoology, Seesaw a plus.
- Excellent interpersonal and customer service skills.

Physical Requirements and Work Environment:

- Excellent attendance and punctuality.
- Must be able to travel safely and comfortably across 64-acre campus.
- Exposed to a combination of normal office type environments, outdoors and shop environments.
- Must be able to comfortably and safely climb, bend, pull, reach, kneel, stoop and see for near and far work.
- Ability to work remotely with adequate WiFi at home if required.
- Must be able to view and operate a computer and related technology and equipment at least 90% of working time.

Employment & Instructions for Applying

SHS offers competitive compensation and health and welfare benefits subject to plan parameters, including paid vacation, medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

To Apply

Please apply via email by sending a cover letter and resume to HRjobs@shschools.org You MUST indicate **P-8 Academic Tech 2020** in the subject line of the e-mail. Please do not contact the Schools by phone or by unscheduled visit. You may also choose to mail your materials to: Sacred Heart Schools, 150 Valparaiso Avenue, Atherton, CA 94027 Attention Human Resources: **P-8 Academic Tech 2020**