
Contact Human Resources at 310-476-6421 ext. 220 or HR@berkeleyhall.org

Full-Time Position

Date Modified: April 2021
FLSA Classification: Exempt
Reports to: Dean of Academics
Salary: Starting at \$52,000 DOE + Benefits

JOB DESCRIPTION:

Under the supervision of the Dean of Academics in coordination with the technology associate, librarian, art, science, math and other teachers, the Technology and Innovation Specialist is responsible for technology instruction for Kindergarten through 8th grade students and facilitating design projects that utilize the school's Innovation Lab. This position will provide students with foundational skills while also aiding in the exploration of new technology. The Technology and Innovation Specialist will also support colleagues and the school with technology-related initiatives. Applicants should possess a growth mindset, innate curiosity, and commitment to student-driven learning.

The position includes but is not limited to the following duties:

- Facilitates developmentally appropriate learning around technology for K-8 that utilizes traditional and new tools to promote student agency and responsible use. Technology curriculum includes, but is not limited to, digital citizenship, robotics, coding, media creation, Internet literacy and digital portfolios.
- Works with faculty to implement a STEAM program.
- Demonstrates a high degree of digital literacy including safety, ethical use, troubleshooting, and research.
- When students are on campus for school days the requirement is that teachers will be physically present on campus to provide in-person supervision and instruction.
- Conducts all teaching and learning activities associated with this position in the event of a required shift to remote learning.
- Works collaboratively with classroom teachers to assist them and their students with lessons and projects that require technology integration.
- Works with the Dean of Academics to create and deliver faculty in-service trainings on the topic of technology integration into the curriculum.
- Works in collaboration with the IT Specialist and Dean of Academics to support teachers with educational technology and software use.
- Administers assessment benchmarks consistent with school standards.
- Meets on a regular basis with the Technology Committee in order to report classroom technology issues, discuss technology products and trends, and help coordinate improvements in technology instruction.

- Participates in appropriate Depth of Study—teacher professional development groups—to align STEAM curriculum across K-8.
- Stays abreast of current trends in educational technology and participates in the local technology educators group—InTELA (Independent Technology Educators of LA), CUE, ATLAS, etc.
- Plans and implements a middle school elective in coordination with the Dean of Academics.
- Mentors students in ways such as advisor or club leader.
- Plans and leads classroom character education activities.
- Supervises students during recesses, lunches, and before/after school as assigned by the administration.
- Works collaboratively with the facilities team to maintain the Innovation Lab with various tools, equipment, and STEAM supplies.
- Communicates with children in a positive manner. Communicates clearly and honestly with parents, administrators, and colleagues about curriculum, children, and child development issues, both verbally and in writing.
- Follows guidelines for fulfillment of duties as described in the *Faculty-Staff Handbook*.
- Participates in Admissions and School Open Houses.
- Presents at the Back to School events for class parents.
- Provides for the physical safety of children and adults in the Innovation Lab.
- Performs other duties as assigned.

QUALIFICATIONS:

- Student of Christian Science
- BA, and preferably an MA, in related technology or educational technology field
- Elementary or middle school teaching experience preferred

SKILLS:

- High proficiency with Apple computers and mobile devices, and familiarity with other operating systems.
- Demonstrates proficiency in office productivity software including Google Drive, Apple Productivity Suite, and Microsoft Office.
- Experience with digital media creation and publishing including editing video, photography, graphics and basic web design.
- Familiarity with learning platforms such as Google Classroom and Seesaw.
- Familiarity with coding and robotics systems and software such as Scratch, LEGO EV3, LEGO WeDo, and Hummingbird Robotics.
- Ability to learn new software and hardware in a timely fashion and troubleshoot when necessary.
- Experience using LMS and SIS solutions.
- Experience with digital fabrication including 3D modeling software, additive 3D printing, and laser cutting.
- Comfortable with a variety of hand and power tools, and can model safe and careful use.

- Demonstrates personal integrity, friendliness, patience, fairness, openness, non-defensiveness, sensitivity, flexibility, and enthusiasm.
- Ability to read, analyze, and interpret written documents pertinent to technology.
- Ability to write reports, keep records, and communicate with faculty, students, administration, and parents.
- Ability to verbally present information clearly and respond to questions from children, parents, colleagues, administrators and visitors.
- Ability to solve practical problems and apply reasonable judgment in dealing with every day and emergency situations.
- Ability to listen and respond to technical problems presented by colleagues.
- Ability to interpret a variety of instructions in written, oral, diagram and schedule form.
- Fosters a collaborative learning environment for both teachers and students.
- Ability to multi-task

PHYSICAL REQUIREMENTS:

- Regularly sits, talks, and listens
- Be able to occasionally lift up to 50 lbs.
- Regularly uses close and distance vision
- Works at desk and computer screen for extended periods of time
- Turns, bends, and reaches
- Works in traditional, climate-controlled office environment
- Ability to walk 60-acre campus