



JOB DESCRIPTION

Position Title:	STEAM and Instructional Technology Coordinator
Date Modified:	March 2018
Hours:	Full-time, Monday-Friday, 10-month position
FLSA Classification:	Exempt, Instructional Staff
Reports To:	Assistant Head of School for Academics

Position Description:

The STEAM and Instructional Technology Coordinator (the Coordinator) plans and facilitates the implementation of instructional technology and STEAM throughout the school, including supporting professional development for faculty, direct instruction of students to model technology integration, consultation on STEAM projects, and technical support for faculty and students as needed. The Coordinator is responsible for purchasing and planned use of tools and resources related to instructional technology and STEAM. The Coordinator will plan and work with the faculty and staff to move to a cross-curricular level of teaching that changes their practice as educators, with the goal being seamless integration of technology, science, engineering, the arts and mathematics into daily instruction.

Essential Functions:

- Coordinate and support classroom teachers to design and implement technology projects in the classroom in divisions of the school, as determined by supervisor
- Design and model technology lessons with or for teachers, with the intent of training and fostering of teacher independence with the technology
- Research and recommend the purchase of appropriate technology software and hardware for classroom use; ensure faculty is properly trained
- Maintain licensure for software and inventory of hardware
- Collaborate with the Network Administrator to maintain the following;
 - File Server
 - Wireless infrastructure
 - Google Apps for Education – teacher and student domain
- Support student-owned laptops according to school technology policy
- Coordinate and/or advise on technical support for hardware and software for faculty and students
- Research and suggest attendees for the top STEAM and/or instructional technology conferences
- Coordinate and/or deliver parent education for technology topics
- Create and manage a student technology committee
- Coordinate and/or deliver professional learning for faculty
- Consult with teachers on design and implementation of STEAM projects
- Research, recommend the purchase of, manage, and train faculty on safe use of appropriate tools and resources for STEAM activities
- Plan and facilitate meetings of STEAM Advisory Committee comprised of faculty/staff from all four divisions six times per year, to dig deeply into curriculum and give guidance as to which opportunities should be created for STEAM
- Seek out, implement, and participate in projects and collaboration with community partners and programs (e.g., Atlanta Science Faire; Maker Faire; MODA; Eye-to-Eye; Create your Dreams; local universities)

- Present at local, regional, and national conferences relevant to technology and STEAM
- Design, manage, and/or implement after school clubs related to technology and STEAM
- Regular and predictable attendance is an essential function of the job
- Other duties as assigned by supervisor

Qualifications

- Bachelor’s degree required
- Advanced degree and 3-5 years of classroom experience preferred
- Displays proficiency in all related computer applications, including; Mac OS, Apple iOS, Microsoft Office programs, email and Internet, and Google Apps for Education Suite
- Desire to plan and work collaboratively on a team is essential
- Ability to differentiate instruction, including working with students with learning differences, and the skill and willingness to adjust to student understanding and misunderstanding
- Flexible teaching background and interest in teaching electives, coaching and/or advising clubs is a plus
- Previous Technology Support/Technology Helpdesk experience preferred

Physical Requirements and Work Environment

- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material using vision aids as needed; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 75 pounds; and to bend, stoop climb stairs and reach overhead
- Work primarily in a traditional climate controlled office environment
- Work intermittently in outside weather conditions, including extreme heat and cold

The School may revise this job description at any time. It is not a contract of employment. All employment at the School is at-will, such that employment may be terminated by either party at any time.

_____	_____
Supervisor/Title	Date
_____	_____
Human Resources	Date
_____	_____
Head of School	Date