

## **Technology Support Specialist**

*Reports to:* Chief Operations Officer

*Contract Status:* Full-Time, Salary, 12 months

*Start Date:* 2020-2021 School Year

St. Philip's seeks an experienced, passionate individual to join our team as a Technology Support Specialist. As a Technology Support Specialist, you will work closely with the technology team to enhance the technology experience of all constituents. The Technology Support Specialist will also be responsible for teaching Computer Science to grades ranging from PreK3 thru 5th Grade. Teachers at St. Philip's must have the ability to work collaboratively to design and implement curriculum, differentiate instruction to meet the needs of a wide range of students, and communicate effectively with parents and colleagues. Our ideal candidate is dynamic, industrious, cheerful, cooperative and knowledgeable about child development and educational best practices and pedagogy.

### **General Responsibilities**

The responsibilities of the Computer Science teacher include but are not limited to the following:

- Work in support of the mission of St. Philip's to create an excellent educational experience in a safe, caring community
- Attend to the spiritual, intellectual, and physical needs of students as outlined in our mission
- Work with Church faculty and leadership to help provide any technology needs the church might have.
- Assist with the day to day maintenance of school and church used technology devices.
- Provide technical support to students when needed.
- Configure, maintain, and install new technology applications as needed. (Typically done over summer break)
- Provide a warm, inviting classroom community and a positive and productive learning environment
- Identify and respond to individual students' learning differences and create varied enrichment opportunities
- In collaboration with fellow teachers, identify and respond to individual student's academic and social-emotional needs
- Collaborate with Communications Team to develop succinct and comprehensive communication strategies, to include support for a weekly newsletter, an up-to-date website, and any other communication delivery system the team may use.
- Collaborate with Chief Operation Officer to provide support to the Leadership team with any technology needs they might have.

- Collaborate with the Chief Operations Officer and Technology team to plan, deliver, and enhance instruction in Computer Science. (Coding, Robotics, Engineering)
- Establish classroom routines and expectations with a positive and effective behavior management system
- Use a variety of teaching techniques and strategies to engage students in learning, including varied instructional methods that engage the students with different modalities – auditory, visual, kinesthetic, etc.
- Monitor student progress and develop effective support and/or intervention as needed
- Communicate effectively with parents on a regular basis; create and sustain effective parent/family partnerships
- Utilize technology in the classroom in an authentic and effective way
- Maintain accurate, detailed records of student progress, parent communication, and lessons
- Perform as needed, ongoing scheduled responsibilities with care (lunch duty, recess, dismissal, etc.)
- Participate in all team, grade level, and faculty meetings
- Engage with the St. Philip's community by attending events such as Episcopal School Sunday, the Annual Gala, and others as needed

### **Requirements and Qualifications**

- Have a deep respect for children
- A bachelor's degree in education, computer science, or computer-related field is required; graduate degree preferred
- Minimum of 5 years of classroom teaching experience. Early Childhood experience required
- Strong pedagogical skills
- Experience developing meaningful instruction and differentiated learning experiences
- Excellent written and spoken communication skills
- Strong collaboration skills; able to work well with a team
- Computer skills and extensive experience in online learning and virtual learning platforms, Google Classroom, Google Hangouts Meet, Zoom, Apple products preferred

### **Physical Requirements and Work Environment**

- Able to occasionally lift up to 25 lbs.
- Regularly use close and distance vision
- Work at a desk and computer screen for extended periods of time
- Work in a traditional climate-controlled office environment

\*Authorization to work in the United States, background check, and fingerprinting are required for employment.