

St. Mary's Academy Employment Posting

Job Position: Director of Instructional Technology

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado, is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe yet innovative program that embraces all student backgrounds and fosters character and moral development from Junior Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs, as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a **Director of Instructional Technology**, which is a full-time, 12 month, exempt position. The position is a highly interactive and collaborative one that requires teaching experience, technical knowledge (focused on the end-user), managerial skills, and a passion for learning. A general understanding of the network infrastructure and a vision for the direction of educational technology are necessary for success in this position.

Major Duties and Responsibilities:

As the Director of Instructional Technology, the educator in this position:

- Provides direct support – teaching and guidance – to faculty and students in the use of instructional hardware and software
- Manages and develops the “Mice” program – a student IT workforce
- Maintains and manages the *Online School for Girls* classes
- Works as an integral member of a small IT team
- Offers a course for students in technology
- Manages and implements *Hour of Code* workshops

- Creates and maintains online and printed help sheets and video tutorials for a variety of software and hardware (communication tools may include Faculty Resources, Google Drive, Google + Community)
- Assists administration and educators in planning for the use and integration of technology in the instructional program
- Works with faculty to facilitate and enhance the vision and goals of technology implementation; develops benchmarks for student technology proficiency
- Participates in the design, coordination, and provision of instructional technology training and workshops, including summer workshops
- Participates in technology-related professional development opportunities including self-study, workshops, and conferences on school, district, state, and national levels; participates in ACIS and ETC Technology Groups
- Maintains awareness of new technologies and makes future project and system suggestions
- Other duties as assigned

Qualifications/Requirements:

Education and qualifications should include the following:

- Undergraduate degree in education, technology, or related field is required; graduate degree preferred
- At least five years experience as a classroom teacher
- Basic Mac OS X (Mac and iOS hardware)
- G Suite / Google Apps for Education
- Chromebook operation
- Student Information Systems (St. Mary's Academy currently uses PCR Educator)
- Modern Web Browsers (Chrome, Safari, Firefox)
- Interactive whiteboard / projector technologies
- Ability / willingness to learn new technologies as needed
- A sense of resonance with the St. Mary's Academy mission: *St. Mary's Academy fosters excellence in each child through academic achievement, spiritual development, and service. The Loretto School values of faith, community, justice and respect provide the foundation for students to be powerful agents of change.*

Salary/Benefits:

Salary is commensurate with experience. This is an exempt, salaried position with competitive benefits.

How to Apply:

Interested candidates should email or scan a resume, cover letter with references, statement of educational philosophy, and salary requirements to:

Contact Person:

Justin Wimbish
Director of Technology
St. Mary's Academy
4545 South University Blvd.,
Englewood, CO 80113

E-mail of Contact Person: smatech@smanet.org

Application Deadline: March 20, 2017

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