Apply by:
Sending a resume, letter of interest, and two recommendation letters to HR@hpa.edu by March 4, 2016

Please contact Michelle Guppy if you are interested in any posted position or have any questions.

Michelle Guppy
hr@hpa.edu
881-4054

K-8 Educational Technologist
Full-time Staff Position

We are currently seeking to fill a unique position to support our faculty, students and administration during HPA's transition to a new One-to-One Device Program at the Village Campus. Beginning in August 2016, our Lower School will offer a One-to-One iPad program and the Middle School will run a Bring-Your-Own-Device (BYOD) Program with certain minimum specifications. The ideal candidate has excellent interpersonal and communication skills for work within a diverse school community.The technologist works with a variety of people to support device use and is responsible for dealing with a broad range of equipment, troubleshooting, and applications. HPA technology includes Apple computers, i-pads, and a variety of technologies used in education. The list is constantly changing as technology use evolves. As a member of the technology department in an educational environment, the Educational Technologist should be a self-directed professional, who is aware of the educational technology trends and best practices in the industry.

Essential Duties include:
Teacher Coaching and Development
- Provides training to faculty and educational support staff in basic technology and 21st-century competencies aligned with National Education Technology Standards (NETS)
- Provides faculty with support of differentiation, including one-to-one, small group, modeling, coaching, and mentoring
- Be responsible for training, modeling, and assisting teachers in integrating technology into lessons and curriculum
- Network for professional development opportunities for teachers and media outreach opportunities for students

Curriculum Design and Implementation
- In collaboration with Ed-Tech Leadership team, plans, develops, coordinates and provides appropriate professional development opportunities for faculty in instructional technology integration strategies
- Recommends and incorporates technology integration strategies that support excellent learning
- Collaborates with teachers to identify and develop technology-integrated projects and activities
- Researches tech tools, software, resources to assist teachers in designing curriculum
- In collaboration with Ed-Tech Leadership team, researches, reviews, and recommends the selection and acquisition of online subscriptions and resources, software and hardware

School Culture & Vision
- Support ethical digital citizenship and Parent Education
- Manage a resource site such as Haiku
- Work independently and foster positive interpersonal relationships

Information Technology Troubleshooting & Support
- Support IT with Fall 6-8 BYOD orientation, set-up, and roll out
- Provides assistance on first-level technical questions, instructional applications, and software
- Collaborate with IT department to facilitate troubleshooting issues
- Summer work: support IT in managing devices; supervise summer hires; specific teacher professional development

Qualifications
- 3+ years of classroom teaching experience that includes the use and integration of technology in the curriculum preferred
- 3+ years of experience in curriculum coordination or educational technology
- Bachelor's degree, Master's degree preferred, in Education, Curriculum Design, Educational Technology, or similar discipline
- Experience facilitating differentiated professional development with a range of group sizes
- Strong collaboration and communication skills along with excellent organizational skills
- Approach problems with creative, solutions-oriented mindset
- Experience working with and coordinating vendors and consultants
- Working knowledge of iPads, Apple OS, Google Docs, Chromebooks and willingness to learn other devices and operating systems
- Knowledge of common classroom troubleshooting solutions
- Comfort with technical systems like Mobile Device Managers to manage iPads, and ability and willingness to support VC technology systems guided by IT as the major partners in technical software, hardware, and infrastructure troubleshooting and support