

**Position Title:** Lower School Technology Teacher / Coordinator  
**Date Modified:** December 2017  
**FLSA Classification:** Exempt  
**Position Reports to:** Lower School Head and Director of Academic Technology  
**Position Purpose:** Responsible for teaching technology skills to Lower School students. Oversee the design and implementation of the technology curriculum for the Lower School. Coordinate the integration of technology in Lower School classrooms.

### **Essential Functions**

- Must demonstrate and support the School's Mission.
- Must have the ability to get along with and deal effectively with all school personnel and school families, as well as the larger educational community.
- Willingness to perform in a manner that reflects positively on Saint Edward's School.
- As a member of the SES team, perform all other duties requested by the Head of School or other Administrators.

### **Teaching and Other Duties:**

- Instruct and oversee technology integration and instruction of all Lower School students.
- Collaborate in the maintenance and management of technology in the Lower School with the Technology Department.
- Support teachers in developing skills and identifying opportunities to integrate technology into classrooms and curriculum.
- Collaborate with Director of Academic Technology, Director of Information Technology, Lower School Head, and classroom teachers to continually evaluate and develop the vertical articulation of technology for learning and integration at the Lower School.
- Mentor and collaborate with teachers of all levels of experience, to foster meaningful technology integration.
- Collaborate, plan, and present publications, presentations, and professional development for Saint Edward's School and the wider technology global learning community.
- Assist Director of Information Technology, Director of Academic Technology, Lower School Head, and faculty to evaluate, select, and implement appropriate applications and devices that are age appropriate for students.
- Collaborate and assist with Lower School publications and classroom OnCampus bulletin boards for effective student and parent communication.
- Assist in directing the school-wide technology spending, as well as the short and long range academic technology vision and plans.
- Perform other duties as assigned by the Head of Lower School.

### **Preferred Qualifications:**

- Bachelor's Degree in elementary education
- Teaching experience; Experience coaching/supporting teachers in use of technologies for learning
- Experience with Blackbaud LMS OnCampus or equivalent
- Proficient in G-Suite for Education and iOS with industry certification highly desirable
- Experience in robotics, coding, and makerspaces a distinct advantage
- Possess strong interpersonal, communication, leadership, and coaching skills
- Ability to self-direct in order to foster relationships for a collaborative and innovative learning environment

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

- Works in a fast-paced environment with a wide variety of challenges, deadlines and opportunity to collaborate with a diversity of students, faculty, and the wider community
- May work at a desk and computer for extended periods of time
- Be able to lift up to 30 lbs occasionally
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions including extreme heat