



Job Description

Title: Middel Learning Technology Teacher		Department: Technology
Reports to: Director of Academic Technology & Middle Learning Principal	Work Schedule: Monday – Friday 7:30 am – 3:30 pm	Positions Supervised: N/A
Job Status: Full time	FLSA Status: Exempt	Date Revised: 03/03/2017

POSITION SUMMARY:

The Middle Learning Technology teacher is responsible for teaching a full load of Middle Learning technology courses and for the integration, application, support and communication of appropriate technologies throughout Middle Learning.

PRINCIPAL RESPONSIBILITIES

- Teach several sections of technology courses to grades 5-8.
- Collaborate with students and teachers in a variety of technology driven content courses at a broad range of ages and levels.
- Collaborate and support teachers in expanding their pedagogical experience within a technology enriched classroom environment.
- Prepare and lead professional development and training for faculty and parents.
- Understand the design implementation of data based systems, including cloud management, (eg: LMS, library services, back office solutions) to support and create solutions with constituencies.
- Understand online and installed application suites (Microsoft, Adobe, Google, Apple) sufficient to mount, support, diagnose, customize (update) and teach to all constituencies throughout the school.
- Support and design technologically enriched classroom environments in one to one environments.
- Design, prepare and teach technology classes, some in collaboration with other teachers, that broadly relate to themes, concepts and skills used in other content curricula.
- Visit, observe and support classroom teachers and students in using best practices as they relate to technology.
- Administer and advise on the applications of Acceptable and Responsible Use Policies as they relate to the ethical and appropriate use of technologies throughout.
- Collaborate with teachers and other support personnel, including library and other resource personnel, in the development of new integrated curricula units. Provide hands-on support to classroom teachers in the execution of these units.
- Design curricula, assign related coursework and track student performance; evaluate programs and student progress.
- Reflect on instructional practices to meet professional development goals.
- Act as liaison for swift resolutions to IT issues system and individual technology hardware and software

problems. Ensure a speedy resolution through continued follow up and communication.

Education:

- Bachelor's degree

Experience:

- Solid experience integrating technology into the classroom curriculum
- Three years teaching technology in a middle school
- Worked with a wide range of skill levels
- Demonstrated creativity and energy in their classes

Competencies:

- Ability to work with a wide range of abilities.
- Demonstrates a comfort with technology.
- Excellent oral and written communication and presentational skills.
- Demonstrates capability to interface and maintain effective relationships with faculty, staff and administration.

Licenses and Certifications:

Specialized Skills and Knowledge:

- MAC - software
- Ex. - Knowledge of Canvas, proficiency in Microsoft Office
- Google Apps/Google Suite

Working Conditions:

- General office and classroom conditions

Physical Demands:

- Sitting, standing, walking, reaching, operating computer and other office equipment, bending and lifting up to 20 pounds as needed