



# PRESENTATION HIGH SCHOOL EMPLOYMENT OPPORTUNITY 2016-2017

## EDUCATIONAL TECHNOLOGIST

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#### Description

The Educational Technologist is responsible for facilitating the instructional design, development, implementation and evaluation of technology to enhance learning.

#### Reports to

Director of Technology

#### Responsibilities

- Facilitate school-based high quality professional development, working with teachers (one-on-one and in groups) to refine their knowledge and skills around using technology as a tool to enhance instruction across all content areas.
- Provide in-class coaching, peer observation and modeling of classroom instructional strategies and multiple technologies (software/hardware); develop technology infused lesson plans with teachers based on varied student needs.
- Support students, teachers and staff at all levels of expertise in their progress at using technology.
- Collaborate with the school's curriculum leadership and the Technology Department to plan and facilitate the most effective use of instructional technology.
- Keep abreast of and evaluate emerging technologies and technology integration through professional growth and development activities.
- Provide professional learning opportunities aligned with National Educational Technology Standards (NETS-T) and assist teachers in developing professional development plans involving technology integration.
- Collaborate with the Technology Services Department, and the Administration on the budget for computer resources including hardware, software, learning resources, and training needs.
- Provide daily technology support to students, faculty and staff in collaboration with the Technology Help Desk, both in-person and via the Technology Help Desk Ticket System.
- Assists the Technology Department in their 1:1 iPad monitoring, collection, MDM Configuration and regular deployment of all student and faculty iPads.

#### Qualifications

- Master's Degree in education, and/or single subject credential, with a focus on technology is required. Certification in a specialized Educational Technology Specialist (ETS) course of study and experience working as an ETS is preferred.
- Ability to develop, support, and monitor implementation of technology initiatives.
- Ability to teach faculty who possess different levels of technical proficiency.
- Ability to communicate and collaborate effectively with faculty, administration, and students.
- Strong interpersonal, problem solving and organizational skills to effectively facilitate peer coaching, staff development, and student technical support.
- Demonstrated deep knowledge of one or more instructional content areas.
- Skills in collecting, analyzing and using data.



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### Qualifications (continued)

- Expertise in developing, implementing and assessing project-based and technology integrated curriculum.
- Experience working with a broad range of instructional technologies, hardware and software, multimedia technologies, web authoring tools, and Web 2.0 technologies.
- Knowledge of educational software/apps for networks, laptops/desktops and tablets (iPads), and ability to evaluate software, media and Internet resources based on curriculum standards, learning styles, and instructional methodologies.
- Knowledge of basic troubleshooting techniques for software/hardware, including computers, tablets, projectors, interactive whiteboards, network connections, web-based applications, digital media and video applications, and assistive technology.
- Knowledge of strong classroom management techniques, particularly with regard to software and device management.
- Strong working knowledge of iPads, Canvas, and Google Apps for Education preferred.

### Application Process

Interested applicants are asked to visit the “Employment Opportunities” page on the Presentation website and download the appropriate PDF application. Complete the application and email your application, a letter of interest, résumé, portfolio and contact list of references to [employment@presentationhs.org](mailto:employment@presentationhs.org). Qualified applicants will be contacted regarding next steps.

Presentation High School is a Catholic, college preparatory school for young women. We offer a competitive salary, comprehensive benefits and a close-knit professional community. We seek talented and innovative professionals who have a commitment to excellence.