

## Position Description

Job Title:	Director of Educational Technology	Date:	December 2015
Department:		Last update:	August 2015
Reports To:	Principal		
Status:	Exempt FT	Classification:	11 months

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### POSITION SUMMARY:

The Director of Educational Technology is responsible for the supervision and implementation of technology initiatives. The candidate will provide support to both Holy Cross staff and students on the effective use of technology for teaching and learning. The candidate will also serve as the Chair of the Technology Department.

### MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

### RESPONSIBILITIES:

Supervise and implement technology initiatives

- Model 21<sup>st</sup> century teaching strategies and tools for teachers and administrators
- Attend weekly IT meeting with administration and Ease Technologies
- Provide suggestions on how to implement technology initiatives to administration
- Provide support in the administration of Finals site portal pages
- Maintain group spaces on the Finals site Learning Management System (LMS) and manage their integration with the Student Information System (SIS)
- Organize and assist in distributing iPads to students and teachers
  - Create and maintain a schedule of appointments for student iPad pick up and drop off
  - Give presentation on goals of 1:1 iPad program as well as expectations of the school and the students

Act as liaison between school and Holy Cross families regarding technology initiatives

- Respond to any inquiries sent to the [iPads@academyoftheholycross.org](mailto:iPads@academyoftheholycross.org) email address
- Field inquiries from parents regarding the 1:1 iPad program (e.g. what apps are in use, etc.)
- Assist parents in applying restrictions on student iPads
- Create screencasts on Holy Cross website, portal pages, group spaces, and Netclassroom so parents are able to navigate these platforms

Provide general technology support to Holy Cross staff

- Provide one-on-one assistance regarding software applications, computer technology, and general instructional use of technology
- Assist faculty and staff who are interested in moving from paper collection to digital collection of assignments or other data collection
- Give advice on software to use when a faculty or staff member is contemplating a digital initiative in their department
- Shoot and edit short instructional or promotional videos for different department needs

Provide support to students on the effective use of technology for learning

- Create resources (e.g. handouts, video tutorials, etc.) on specific software applications that the school uses for completing and turning in assignments
- Develop and maintain a digital course that prepares incoming Holy Cross students in the use of the iPad in the classroom
- Provide assistance in troubleshooting apps or devices when Ease Technologies are not available
- Communicate to teachers whenever there is a major technology-based change coming up (e.g. archiving of group spaces, arrival of new group spaces, deleting of files in the Finals site file manager, etc.)

Provide training and support to faculty on the effective use of technology for teaching

- Assess teachers in their technology integration every semester through our technology-based milestones
- Develop, coordinate, and teach workshops for teachers, in groups and individually to refine knowledge of and skills with instructional technology software and systems
- Create resources (e.g. handouts, video tutorials, etc.) on specific software applications for the teacher's perspective
- Monitor the effective use of technology integration strategies into curriculum
- Communicate to teachers whenever there is a major technology-based change coming up (e.g. archiving of group spaces, arrival of new group spaces, deleting of files in the Finals site file manager, etc.)

Act as chair of the Technology Department

- Attend bi-weekly Academic Council meetings and provide input from the perspective of the technology department
- Communicate administrative initiatives to members of the department
- Provide classroom observations and feedback to teachers in the department
- Provide any information about the department (student awards, description of classes for the Program of Studies, etc.) that administration may need
- Manage department budget; maintain records of expenses; project annual expenses and needs

General

- Perform other duties as assigned by the President and/or the Principal
- Support the school and its leadership
- Participate in Professional Development opportunities

## **JOB REQUIREMENTS:**

### EDUCATION and EXPERIENCE:

- Bachelor's Degree; Master's Degree desirable
- Technical knowledge in the fields of computer science, computer education
- Knowledge of the theory and practice of instructional technology
- Substantial experience in working with students and educators in the instructional technology field
- Knowledge of teaching and learning theory as they relate to the roles of technology in content and pedagogy

### SKILLS:

- Must be highly motivated and self-directed
- Must be proficient in Microsoft Office Suite, Adobe Photoshop and iPad technology
- Must be able to adapt to changes in technology
- Must be reliable, conscientious and detail-oriented
- Must be highly organized and able to follow through on assignments with minimal supervision
- Must have strong written and oral communication skills
- Must be able to work effectively with a team of educators in a collaborative environment
- Must have a logical mind and the ability to solve problems
- Must be able to speak in front of groups

## **TYPICAL MENTAL DEMANDS:**

- Must exhibit a deep level of patience, understanding and compassion in working with students and colleagues
- Must be flexible and adapt to different learning styles
- Must stay current on developing educational trends
- Must be able to manage multiple tasks simultaneously under pressure
- Must be able to analyze complex problems and identify solutions
- Must be able to maintain confidentiality and effectively handle sensitive situations