



Job Description for
Lower School Technology Integrator
2016-2017

Saint Andrew's School

Saint Andrew's School is a JK-12 independent, co-educational, day and boarding, college preparatory school in the Episcopal tradition located in Boca Raton, Florida.

The Lower School Technology Integration Coach is a member of the Academic Facilitators of Technology (AFT) team and is responsible for supporting faculty in understanding the purpose and benefits of effective technology integration to transform teaching and student learning.

Faculty Professional Development

- just in time training/troubleshooting
- scheduled small group or one-on-one
- "Tech Tuesday" for faculty
- Coordinate and assist faculty with SWIVL/Teachboost process

Instruction

- Develop a formalize schedule for push-in curricular based classroom integration
- co-teach with classroom teachers to assist in integration of digital literacy
- Help teachers develop their technology literacy independence.
- Facilitate student learning through instruction and support

Tinkering

- co-teach with engineering teacher to foster problem solving and critical thinking skills and introduce the Design Thinking process in students JK-1.
 - Classes focus on experimentation and discovery while creating pieces from everyday items.

Broadcasting

- Coordinate WSAS broadcast with the engineering teacher
- M - F 8:00-8:30am (Wed. is shorter due to chapel)
 - planning and video editing for Friday morning Broadcast of WSAS @ LS

Databases

- Coordinate assessment of future subscription services
- Renew, maintain, update databases
 - ThinkCentral (Journeys)

- IXL (JK-1 Math; 3-5 LA)
- Reflex Math
- CPAA (testing - 4 times a year, JK- 2; setup the databases and coordinate testing Annex)
- Seesaw
- Keyboarding Without Tears
- ERB (May- order testing materials, setup database and coordinate testing)

Skills and Knowledge

- Google Apps for Education
- Basic Macbook and iPad troubleshooting
- Basic understanding of Casper Suite for app distribution
- Creation apps and programs, such as iMovie, Book Creator, Seesaw, Explain Everything
- Stay up-to-date with current research, standards, and programs/apps

Tech Support

- Coordinate rollout of iPad Pro to staff/faculty; assist with backup/setup of devices
- Daily IT support of students/staff on hardware and software issues
- Coordinate new software/app requests

Miscellaneous

- Afternoon Dismissal: M-F 2:55-3:15 (2nd grade)
- Early childhood 40 hour training session and certification will be required for support teachers

Teamwork is imperative at the Lower School-- with a willingness and an understanding of the need to collaborate with colleagues on many levels.

Physical Requirements and Work environment

- Ability & judgment to interact and communicate effectively with students, parents, & colleagues
- Ability to supervise up to 25 students ages 4 to 11 independently
- Calmly manage young children in unexpected situations
- Regularly able to stand, sit, walk, bend and lift up to 10 pounds
- Work intermittently in outside weather conditions, including extreme heat and cold

Saint Andrew's School is an Equal Opportunity Employer and maintains a Drug-Free Workplace. Saint Andrew's School may, in its discretion, modify or adjust the position to meet the school's changing needs.