

# Job Description: Technology Teacher and Support Specialist



Montclair Cooperative School  
65 Chestnut Street  
Montclair, NJ 7042

Tel: 973-783-4955  
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Web: [www.montclaircoop.org](http://www.montclaircoop.org)

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The Montclair Cooperative School seeks a highly committed and talented **Technology Teacher and Technology Support Specialist** to join our faculty beginning September 2015.

## Job Description

This part-time position combines three roles: teaching tech classes, helping classroom teachers use and integrate technology, and providing tech support. The Technology Teacher reports to the Director of Technology. As a teacher, this position develops curricula for and teaches technology classes to students in the 3rd through 8th grades. As a promoter of integration, this position supports the school's goals for faculty's increased use of educational technologies. As the technology support specialist, this position provides primary support of the school's technology lab as well as providing first level teacher/student support for classroom hardware and software.

The ideal candidate:

- demonstrates vision in exploring ways technology can enhance learning;
- embraces our school's mission and embodies our core values;
- is passionate about, and committed to, developing lifelong learners and critical thinking skills;
- demonstrates energy and initiative to foster and support cross-curricular integration of technology into our progressive classrooms;
- is a team player that can effectively collaborate with other teachers and administrators.

## Responsibilities

Teaching and technology integration responsibilities include, but are not limited to:

- Inspiring our 3rd-8th grade students as their technology teacher and using a progressive approach for instruction and measuring student progress;
- Developing an engaging, innovative, forward-thinking third through eighth grade technology curriculum including instruction in the following areas:
  - digital literacy & digital citizenship;
  - using technology for research and learning;
  - 21st century skills;
  - physical computing;
  - computer science concepts in the lower grades and computer programming in the upper grades.
- Identifying and updating curriculum changes to be in line with K-8 best practices;
- Work with and provide technology support and expertise to faculty whose curricula involve programs with substantial technology components including: digital media; robotics; and our middle school's S.T.E.A.M. initiatives.
- Foster and support cross-curricular integration of technology at all grade levels;
- Providing professional development to faculty and staff to foster technological independence;
- Participating in ongoing professional development to research and identify best practices related to the integration of academic technology.

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Technology support specialist responsibilities include, but are not limited to:

- Provide first level support to students and faculty with technical issues;
- Provide first level support of the school's network and network security hardware and software;
- Support and maintain technology lab and classroom tech equipment;
- Provide primary support of the school's A/V equipment including classroom Smartboards;
- Help administer our Google domain as well as additional classroom/student based systems;
- Assist the Director of Technology with documentation, procedures, record-keeping, and other administrative tasks as needed;
- Working with the Director of Technology to provide input to the school's technology strategy and plans specific to curriculum and technology integration.

## Qualifications

- Prior teaching experience of students in elementary and middle school grades or equivalent work with children.
- Bachelor's degree in computer science or related field preferred.
- Experience developing elementary and middle school technology curricula preferred.
- Experience mentoring and supporting adults in their use of educational technologies.
- Strong technology skills and experience with:
  - Network and systems administration: configuring network routers and access points; troubleshooting network issues; administration of our network filtering service (OpenDNS);
  - Google Apps for Education domain administration experience preferred;
  - Hardware and network: Apple computers and iOS devices, Windows computers, NAS devices (Synology), wired and wireless networking, network and user security;
  - Software: Apple Server, OS X, Windows, Microsoft Office, Adobe, digital media software.
  - A/V equipment (sound and projection) and Smart Technology devices;
  - Computer programming (visual programming and other).

## Application Instructions

Applicants should send a cover letter and CV attached to Namita Tolia, Head of School, at [technologysearch@montclaircoop.org](mailto:technologysearch@montclaircoop.org) with the words Tech Teacher Application in the subject line. No phone calls, please. Please indicate how you learned of the opportunity in your cover letter. **Only candidates selected to be interviewed will be contacted.**